

Serving Hands, Inc. Expense Reimbursement Policy

Any reimbursement should meet all of the following requirements:

1. **Business connection:** The arrangement provides reimbursements of expenses paid or incurred by Volunteers while conducting Serving Hands, Inc. business activities.
2. **Substantiation:** Volunteers must submit complete Reimbursement Request to the Treasurer with respect to the purchases and or expenses made on behalf Serving Hands, Inc.
3. Expenses must be remitted within 30 days of expense.

Certain transactions will not be reimbursed:

1. Transactions that are determined to be of personal use or personal benefit will not be reimbursed.
2. Serving Hands does not pay for local travel.
3. Serving Hands will not be responsible for fuel, maintenance, traffic or parking violations.
4. Serving Hands does not pay for volunteer's meals and entertainment
5. Any expenses not related to business activities of Serving Hands, Inc.
6. Any expenses \$125 or more should be paid for with Serving Hands funds directly.

Reimbursement request guideline:

1. Original receipts are required for reimbursement of all expenses. These expenses include:
 - a. Credit card receipts
 - b. Detailed merchant receipts
2. Receipts must be accompanied by a summary which outlines:
 - a. The nature of the expense
 - b. The name and titles of the individuals involved
 - c. The purpose for the expense
3. Expense summaries must be submitted with receipts and approved by the treasurer.
4. All expenses and summaries must be submitted within 30 days to Treasurer for payment.