

2016 Volunteer Expense Record



Oregon Dental Association

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Name: _____

Address: _____ City/State/Zip: _____

Date(s) From: _____ To: _____

Event: _____

Date	Item Description	Account No. [OFFICE USE ONLY]	\$ Amt.	Miles Traveled	Mileage 54¢/mile

OFFICE USE ONLY	
Date: _____	
Amount: _____	
Check #: _____	
Approved: _____	

Grand Total _____ Date _____

Please Sign X _____

*All expense requests for reimbursement **must** be accompanied by a receipt (with the exception of mileage and parking expenses). Submission of expenses for reimbursement must be made within 30 days (see reverse for Policy for Payment).
 Updated 12/17/2014*

ODA Policy for Reimbursement of Expenses

General

These standing rules shall govern the reimbursement of expenses for Oregon Dental Association officers, trustees, ADA delegates and other volunteers officially assigned to special projects.

1. All unbudgeted expenses must be pre-authorized by the Secretary-Treasurer before incurred and before reimbursement can be made.
2. A per diem of \$75 per day business meeting will be reimbursed to eligible volunteers under the following guidelines:
 - a. Volunteers eligible to receive a per diem are Officers, Delegates and Alternate Delegates to the ADA House of Delegates as described below.
 - b. In cases where a volunteer attends a meal function at his or her own cost that exceeds the per diem, full reimbursement will be given for that meal when the receipt is included. The per diem will then reflect reimbursement for the remaining meals at the following amounts: breakfast at \$15, lunch at \$20 and dinner at \$40.
 - c. In cases where all meals are included in the agenda of a meeting, there will be no per diem.
 - d. Days of travel are eligible for per diem, all or in part, depending on the travel schedule.
3. All expenses of \$25 or more require presentation of a receipt. Receipts for lesser amounts should also be provided if available. Required receipts include, but are not limited to, credit card or cash register receipts, airline tickets, hotel folio plus proof of payment (i.e. a \$0 balance), car rental receipt plus proof of payment, cab fares and parking fees. Receipts for a volunteer's per diem are not required.
4. If under exceptional circumstances a volunteer is unable to furnish a receipt, an explanation should be attached to the volunteer expense record. The Secretary-Treasurer shall have the responsibility of deciding the adequacy of the documentation.
5. Except as otherwise provided, reimbursement of expenses shall be made only upon presentation of a signed volunteer expense record.
6. The person to whom payment is made shall have the responsibility for maintaining his/her own records and receipts. All receipts will be returned to the individual receiving payment. A copy will be kept in the central office files.
7. Reimbursement for gratuities shall not exceed current industry standard.
8. When travel is authorized, expenses shall be allowed to the extent of tourist air travel or on the basis of the current federal mileage reimbursement rate if travel is by automobile. Tolls and parking will also be reimbursed with a receipt for all amounts of \$25 or more.
9. It is expected that each traveler use the best means of travel to and from airports, taking into consideration cost, time and availability. For travel to and from airports, actual costs will be reimbursed.
10. Submission of expenses for reimbursement must be made within 30 days.

Officers

Officers shall receive reimbursement for attendance at pre-approved out-of-state meetings for the Association, which shall include transportation at the current federal mileage reimbursement rate if travel is by automobile or tourist rate if by air; per diem of \$75 per day; lodging at standard hotel/motel rate for single occupancy and reimbursement for taxis, airport shuttles, buses, etc, used for local transportation. Receipts are required for all amounts of \$25 or more. The President may be reimbursed for reasonable out-of-pocket expenses incurred on behalf of the Association.

ADA Delegates and Alternate Delegates

Delegates and alternate delegates to the American Dental Association House of Delegates may receive reimbursement for travel to pre-approved out-of-state meetings for the Association at the current federal mileage reimbursement rate if travel is by automobile, or tourist rate if by air; per diem at \$75 per day; cost for lodging at the ADA headquarters hotel (single occupancy) and reimbursement for taxis, airport shuttles, buses, etc., used for local transportation. Receipts are required for all amounts of \$25 or more. The Finance Committee may authorize expenditure for a suite in the headquarters hotel for use by the delegates.

Trustees

Upon receipt of a signed volunteer expense record, trustees may be reimbursed at the current federal mileage reimbursement rate for travel to regular or special meetings of the Board, or other meetings where their attendance is required. When required because of distance or because of two meetings planned on consecutive days, expenses for overnight lodging may be reimbursed at standard hotel/motel rates for single occupancy.

Council and Committee Volunteers

Any reimbursement for travel or expenses for meals provided at meetings must be budgeted and paid from the appropriate account. Expense reimbursement form and receipts for all amounts of \$25 or more are required.

Oregon Dental Conference Hosts

Expenses incurred by a member acting as a host to an Association guest during the Oregon Dental Conference may be reimbursed at up to \$40 per person per day, upon submission of a signed speaker host expense record. Speakers and/or hosts will not be reimbursed for meals provided at the conference. Receipts must be presented for all expenses of \$25 or more.

Approved: Executive Committee, April 2001
Amended: Executive Committee, February 2004
Amended: Executive Committee, April 2008
Amended: Executive Committee, December 2009