

Temporary Operating Procedure: MCRSP Expense Policy and Procedure

Purpose: The purpose of this temporary operating procedure is to provide instruction for those authorized to submit a request for reimbursement of certain business related expenses from MCRSP.

Applicability: This procedure applies to all persons authorized by MCRSP as eligible to request reimbursement for certain business related expenses. It is a framework that covers how an employee or member can claim and be reimbursed for reasonable and authorized expenses that are incurred while doing business.

Authorized: Expenses for Reimbursement: Executive Director, with approval from the MCRSP Board of Directors and MCRSP Treasurer is responsible for identifying and approving all individual members and events for which reimbursement requests may be made in advance of the incurrence of such expenses and in accordance with this policy and procedure, other than those authorized as MCRSP employees. The MCRSP Executive Director and any other employees are authorized to request reimbursement for authorized business related expenses.

1. Policy Statement: MCRSP will strive to always provide travel expense reimbursements for those authorized to represent MCRSP in the conduct of related business activities or those participating in authorized MCRSP expense reimbursable activities. When MCRSP is able to provide for such reimbursements, it is in the best interest of the agency to manage such expense reimbursements in the most effective and efficient manner possible. MCRSP has identified the following expectations for those requesting reimbursement and for MCRSP in the management of such:

The expectations for those requesting reimbursement of travel expenses from MCRSP:

- Behave honestly, responsibly and within the guidelines of this policy
- Seek to keep costs to a minimum where possible in line with the best interests of the MCRSP
- Submit expenses as soon as possible after they have been incurred
- Provide sufficient details to explain why you've made the purchase and any supplementary details, like if you paid for other employees
- Keep all receipts because the IRS requires them

The expectations of MCRSP:

- Ensure expenses are claimed promptly
- Check that purchases comply with the policy
- Approve them promptly
- If employees don't comply with policy, claims should be questioned and can be rejected

Procedure:

1. Travel-related expenses approval and request process

- a. Preapproval of trips for is required for MCRSP members eligible for reimbursement requests by the MCRSP Board of Directors and for employees by the Executive Director. Prior approval documentation shall be attached to the request for reimbursement.
- b. The MCRSP Request for Reimbursement form should be used to request such and submitted to the MCRSP Executive Director with the attached prior approval documentation, unless it is routine requests by an authorized employee.
- c. Permitted to claim mileage at the mileage rate approved by the Missouri Office of Administration (currently \$.49 per mile)

2. Other Reimbursement Guidelines

- a. Carpooling with others is always encouraged to improve MCRSP efficiencies.
- b. Only standard or economy-class airline tickets will be reimbursed
- c. Taxis or Uber/Left trips taken during business trips may be claimed as a requested expense:
Always keep a receipt that includes the date.
- d. The following travel-related expenses are acceptable and will be considered for reimbursement:
 - i. Baggage (no more than 2 bags) and advanced-seat bookings / seat selections
 - ii. Essential parking
 - iii. Tips (up to 20% - unless already included in the bill)

3. Hotels

All those authorized for travel related reimbursements should coordinate hotel bookings with the MCRSP Executive Director. Direct billing for hotel expenses is always the preferred method, unless authorized to directly book and submit for reimbursement.

4. Meals

Authorized employees and members can claim for meals while staying overnight or if away from the office for more than half a day when travelling for business.

The maximum spending limits are:

- Breakfast: \$10
- Lunch: \$15
- Dinner: \$25

5. Other allowable expense types

The following business-related expenses will also be reimbursed:

- Pre-approved professional membership, training and conference fees and (where relevant to your profession and authorized by MCRSP)
- Postage and packaging for MCRSP business purposes

6. Travel related expenses that will not be reimbursed

- a. Mini-bar purchases
- b. Laundry and dry cleaning
- c. Bar bills
- d. Movies, online entertainment and newspapers
- e. Parking fines
- f. The loss/theft of goods
- g. Spa and health club usage
- h. Childcare or petcare
- i. Damage to personal vehicles
- j. Clothes
- k. Flowers, sweets and confectionary

This policy shall become effective retroactively to May 1, 2022.

Passed by the MCRSP Board of Directors on May 13, 2022