

# North Carolina Society of Medical Assistants

## EXPENSE VOUCHER

Please list all items for which you are requesting reimbursement. See NCSMA Reimbursement Guidelines for a description of reimbursable expenses. Committee members should send this expense voucher to their respective committee chairman who will relay it to the President and President-Elect for approval.

Date: \_\_\_\_\_

Pay to:  
NAME: \_\_\_\_\_

NCSMA AFFILIATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

The following expenses should be charged to: \_\_\_\_\_  
(Name of Committee or Office)

***YOU MUST SUBMIT RECEIPTS, NO RECEIPTS, NO REIMBURSEMENT!***

	SUBMITTED EXPENSE	NON-SUBMITTED EXPENSE
Postage	\$	\$
Telephone	\$	\$
Travel (itemize below)	\$	\$
½ of room rate	\$	\$
Miles X \$0.25	\$	\$
Miscellaneous: (itemize below)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL AMOUNT	\$	\$

AUTHORIZED BY: \_\_\_\_\_  
(Committee Chairman)

APPROVED BY: \_\_\_\_\_  
(NCSMA President)

APPROVED BY: \_\_\_\_\_  
(NCSMA President-Elect)

DATE PAID: \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT\$ \_\_\_\_\_

PAID BY: \_\_\_\_\_

## NCSMA Policies and Procedures for Reimbursement of Expenses

A budget is approved annually by the House of Delegates for NCSMA operating expenses. The NCSMA Budget year is from convention to convention. Expenses incurred by an officer or committee will be expensed to the budget year in which they served. Officers and committees are expected to work within the amount budgeted. It is the responsibility of the officer or committee chair to know the amount budgeted for their position/committee and to keep an accurate account of the amount available for their use. The Treasurer may be consulted if there is a question regarding the budget amount or the remaining balance. Any discrepancies should be brought to the attention of the NCSMA Treasurer as soon as they are noticed for resolution. Any officer or committee chairman who feels the budgeted amounts are inadequate may submit their recommendation to the Budget and Finance Committee for consideration in the upcoming budget year. Anticipated expenses that will be over the budgeted amount should be brought to the attention of the Board of Directors or Executive Council for approval prior to the expenses being incurred.

Reimbursable expenses (as defined below) will be paid within the limits established by the Internal Revenue Service and the Board of Directors. Completed expense vouchers approved first by the Committee Chair or officer, along with supporting documentation, including invoices, receipts, are forwarded to the President-Elect and then the President for their approval before being forwarded to the Treasurer for payment. Vouchers may be submitted electronically. Non-budgeted items approved by the Board of Directors should have an expense voucher completed and be authorized by the President-Elect and President before reimbursement is made, unless the Board has otherwise directed the Treasurer. Any questions regarding the expenses should be resolved prior to payment. A blank or incomplete voucher should never be approved or paid. Over budgeted items should be brought to the attention of the Board of Directors for approval before they are paid. Vouchers must be submitted within sixty (60) days from the date the expense is incurred. Vouchers submitted after this deadline will have to be approved by the Board of Directors before they are paid.

### Reimbursable Expenses

1. **Automobile:** Round trip mileage expenses, at \$0.25 per mile, will be reimbursed for:
  - elected officers (i.e. President, Vice -President, President Elect, Secretary, Treasurer, Speaker, Vice-Speaker and Immediate Past President) and Parliamentarian for each Board Meeting attended.
  - committee members attending functions other than NCSMA meetings as part of the required and/or assigned duties of their committee as described in the NCSMA Committee Guidelines or by approval of the Board of Directors.
  - elected officers asked to represent NCSMA at chapter officer installations or medical assisting program pinning ceremonies (chapters or MA programs inviting the elected officer will be responsible for all other expenses)
  - other NCSMA members who have been granted permission to represent NCSMA by the Board of Directors
2. **Materials,** supplies and postage pertaining to the business of the committee or office held within their budget allocation.
3. **Hotel:** One half (1/2) of double occupancy rate of the hotel is the maximum that will be reimbursed. If the hotel room is shared by more than two persons, then the member will only be reimbursed her/his portion of the room.
  - for elected officers, Immediate Past President, and Parliamentarian at NCSMA seminars (2-night maximum) and convention (3-night maximum)
  - for committee members attending functions other than NCSMA meetings as part of the required and/or assigned duties of their committee as described in the NCSMA Committee Guidelines or by approval of the Board of Directors.
  - for other NCSMA members who have been granted permission to attend functions by the Board of Directors other than NCSMA meetings.

(Newly elected officers will receive no reimbursement for expenses at convention. Outgoing officers will be reimbursed. Outgoing officers are required to attend various functions, pre-convention board meeting, House of Delegates, Awards Luncheon, President's Banquet, Sunday Breakfast, First Timers and Students Break.)

### Non-Reimbursable Expenses

Meals (except for AAMA Delegates and Alternates per diem), personalized stationery, cards, favors, gifts, stickers, erasers, pencils, pens, magnets, candy, etc or any personal items or registration for educational events, including NCSMA seminars and convention.

See Standing Rules for Delegates and Alternates to the AAMA House of Delegates for reimbursement policies pertaining to delegates/alternates.