



AOS Employee Expense Report Policy

September, 2016

This document provides guidelines and establishes procedures for employees incurring business travel and entertainment expenses as well as legitimate, reimbursable expenses on the American Orchid Society's (AOS) behalf. This policy is effective September 30, 2016.

1. All travel (international and domestic) needs to be approved by the EC with an explanation for travel, estimated hotel, travel and meal expenses, A report on all trips paid for by the AOS will be made to the EC and the BOT detailing why this trip was beneficial to the membership of AOS.
2. Employees must use a personal credit card or an AOS credit card if they have one issued to them for any business expenses where cards are accepted. If credit cards are not accepted (example – tip to bellboy or valet parking attendant), then employee may use cash to pay for the expense.
3. Employees must submit receipts for all expenses and expense reports are to be completed electronically. Additional information about the nature of the expense (project, client, attendees) is also required. All business meals and entertainment expenses must contain the client, attendee, and notes pertaining to the expense. A receipt is required for any expense over \$20. All meals are to have a receipt.
4. Employees must file expense reports within two weeks from the end of travel.
5. If an employee does not have a personal credit card or access to an AOS card and there is a sound reason why the employee should get an “expense advance” check from the AOS, the President and Treasurer must approve the expense advance. The employee is to account for the cash advance in the ensuing expense report as well as reimbursing the AOS if there are any funds left over. Approval for the Employee's expense report will be made by the AOS president or the Treasurer.
6. Meal Expenses
When travelling the person will receive the following dollar amount for meals:
Breakfast – up to \$20.00, Lunch – up to \$25, Dinner – up to \$40.00

Meals that are part of an AOS event registration such as banquet and breakfasts will be fully reimbursed.
Should an employee attend a non AOS orchid meeting meal, at the AOS members meeting, he/she will be reimbursed the meal expense dollar amount listed in the travel expense policy.
7. Expense to acquire or renew a personal passport will be paid for by the employee.

8. If an employee drives to an AOS event when you could have flown, the lesser amount (plane vs car expense) will be paid. Airfare is for coach only. Mileage is the current government rate. If electing to drive it is expected that the employee can reach the destination within a few hours so a hotel expense will not be paid for that night.

9. Hotel reimbursement for AOS member's meetings will be reimbursed at the applicable conference rate plus appropriate taxes. If a non-conference hotel is selected reimbursement will be at the actual room rate or the conference rate whichever is lower. The employee will only be reimbursed for the days of the event, Tuesday (or Wednesday) through Saturday (leaving on Sunday).

Approved by the Board of Trustees

September 29, 2016