EXPENSE & REIMBURSEMENT POLICY

Board Policy

Purpose

To ensure HFJO reimburses reasonable, authorized organizational expenses consistently and transparently.

Policy

- Expenses must have a legitimate HFJO purpose and fall within the approved authority or receive advance approval.
- Receipts or appropriate supporting documentation are required whenever reasonably available.
- Personal expenses are not reimbursable.
- Travel and hospitality should be reasonable and proportionate to HFJO's nonprofit resources.
- A person should not approve their own reimbursement.
- Claims should be submitted promptly using HFJO's approved process.

Exceptions

Exceptions require documented approval from an authorized person and should be reported to the Treasurer/Board where material.