



SOCIETY FOR FOREIGN AFFAIRS

Established 2016

DELTA PHI EPSILON SOCIETY FOR FOREIGN AFFAIRS INTERNAL REIMBURSEMENT POLICY

LAST REVISED JUNE 26, 2016

INTRODUCTION. The following policy is designed to ensure a standardized, transparent process for approving and controlling the Society's expenses, specifically in cases where members seek reimbursements of expenditures made on the Society's behalf. Because direct access to Society accounts and purchasing cards is limited for both practical and anti-fraud purposes, many Society activities will likely require members to pay Society expenses up front and recoup costs later.

As explained in greater detail below, the Society requires advance notice and approval of expenses incurred on its behalf, documentation of expenses, and adequate assurance that expenses do not fall into prohibited categories of financial activity. The Policy should be read alongside the Society's Cash Management Policy.¹

R1. PRIOR WRITTEN AUTHORIZATION REQUIRED: No reimbursement request will be approved if filed after-the-fact or only made verbally. Reimbursement requests must be submitted in writing to the Society Treasurer. Written requests must contain the following information:

- (1). A description of the expense being reimbursed;
- (2). A description of the DPE-related purpose of the expense (e.g. facility rental fees for an event);
- (3). A price quote or other estimate of the amount of the expense;
- (4). The date on which the requester would make his or her underlying payment and
- (5). Supporting documentation, such as a quote from an outside vendor or a link to a product page.

Requests should be submitted as early as possible to allow time for budgeting or to find a lower-cost alternative if the request is denied. Requests submitted less than 72 hours in advance of the anticipated expense will be disfavored and should be accompanied by an explanation for the short notice.

R2. SUBSEQUENT DOCUMENTATION REQUIRED: If a reimbursement request is approved, the requestor must provide the Treasurer with any invoices or receipts for the expense, as well as any

¹ Under development as of June 26, 2016, due to vacancies in the Executive Council.

other documentation confirming shipment or receipt of physical items. Documentation should be sent to the Treasurer within three days of receipt to facilitate recordkeeping. The Treasurer shall not release any funds for reimbursement until this subsequent documentation is in hand.

R3. LARGE-DOLLAR EXPENSES: Reimbursements valued above \$200 are subject to the Society's "Two-Key" rule for large-dollar disbursements. Under that rule, large expenditures must be approved by the Treasurer and either the President or the President's alternate. These requests may take longer to review and should therefore be submitted to the Treasurer as early as possible to avoid any disruptions to the underlying program.

R4. PROHIBITED REIMBURSEMENTS: Requests for reimbursements must include a statement certifying that the request is not for a prohibited type of expense. These are:

- (1). Any expense not reasonably related to one of the stated purposes of the Society, as listed in Article 2 of the Society Constitution;
- (2). Any expense related to a political campaign or for a candidate for any state, local, or federal office, per § 5.7 of the Society Constitution;
- (3). Personal expenses for meals or entertainment;
- (4). Personal expenses for travel;
- (5). Capital expenses related to any for-profit activity;
- (6). Expenses for lobbying activity if the expense in question either exceeds 20 percent of the Society's annual budget or if aggregate lobbying expenses have already reached 20 percent of the annual budget; and

In addition, any expenses exceeding the relevant total program budget allocation for the year cannot be reimbursed. The Treasurer will notify the member requesting reimbursement if their request exceeds the remaining budget allocation as soon as possible.

R5. AMENDMENTS: This policy may be revised at any time by the Treasurer, consistent with the requirements of any other bylaw or constitutional provision, judicial order, or other local, state, or federal requirement. Any amendments to this policy will be circulated among the Society's members as soon as possible.