

VOLUNTEER EXPENSE REIMBURSEMENT POLICY, adopted August 2012

General Policies

1. All Congregation travelers and members seeking reimbursement should:
 - Be fiscally responsible in their outlook and practice.
 - All requests are approved by the President, Treasurer or Vice-President. The President and Treasurer reimbursements should be approved by one another.
2. It is the Congregation's intent to reimburse volunteers for expenses based on activities to be reimbursed. Volunteers can opt to receive a receipt for donation for the cost of expenses incurred.

Reimbursement Requests

Reimbursement will be made only upon receipt of the request form with invoices attached. The reimbursement request must be signed by the event or committee chair and by an authorized officer of the Congregation. The requests must be for services rendered or expenses incurred doing the legitimate business of the Congregation. Expenses must be submitted within 60 days of receipt date. After 60 days the amount will be considered a donation.

The Congregation will make timely reimbursement upon receipt of any approved reimbursement requests.

POLICY REGARDING MEALS SERVED AT MEETINGS

Meals will not be provided at Congregation expense for any committee or board meetings. Attendees are responsible for their own expense of meals (when at a restaurant) or should plan to bring their own meal if the meeting is to occur over a mealtime (such as breakfast, lunch or dinner).

Dietary rules should be observed whether meeting in the synagogue or at other public places.