
EXPENSE REIMBURSEMENT

This policy establishes guidelines for reimbursing volunteers and board members of New Start Standardbreds for expenses incurred while performing duties related to the organization's mission of rescuing, rehabilitating, and rehoming Standardbred horses.

1. ELIGIBILITY FOR REIMBURSEMENT

Volunteers and Board Members: Individuals actively engaged in authorized activities on behalf of New Start Standardbreds are eligible for reimbursement.

Authorized Expenses: Expenses must be pre-approved by the Board President and a second designated Director to qualify for reimbursement.

2. REIMBURSABLE EXPENSES

Travel Expenses:

- **Mileage:** Personal vehicle use reimbursed at the current standard rate per kilometer for travel directly related to organizational activities that happen more than 100km outside of the volunteer's regular area.
- **Tolls and Parking:** Fees incurred during authorized travel.

Supplies and Materials:

- **Horse Care Supplies:** Feed, bedding, medical supplies, or other items as covered in the Foster Care Policies.
- **Office Supplies:** Materials required for administrative tasks.

Event-Related Expenses:

- **Fundraising Events:** Expenses for organizing and conducting approved fundraising activities.
- **Community Outreach:** Costs associated with promotional materials and participation in events to raise awareness.

3. NON-REIMBURSABLE EXPENSES

Unauthorized Expenses: Any expense not pre-approved or unrelated to organizational activities.

Personal Expenses: Costs of personal nature, including personal entertainment, fines, or penalties.

Alcohol and Tobacco: Purchases of alcoholic beverages or tobacco products.

4. REIMBURSEMENT PROCEDURE

Pre-Approval: Obtain approval from the Board President or designated alternate before incurring expenses.

Documentation: Submit original receipts or invoices detailing the expense, including date, amount, and purpose.

Submission Timeline: Submit reimbursement requests within 30 days of incurring the expense. Failure to submit will result in the reimbursement being declined.

Reimbursement Form: Complete the organization's reimbursement form, attaching all supporting documentation.

Approval Process: The Board President and second designated authority will review and approve reimbursement requests.

Payment: Approved reimbursements will be processed within 30 days of approval.

5. ACCOUNTABILITY AND TRANSPARENCY

Record-Keeping: Maintain detailed records of all reimbursed expenses for auditing and reporting purposes.

Reporting: Provide regular financial reports to the Board of Directors, including information on reimbursed expenses.

Public Disclosure: As part of our commitment to transparency, meeting minutes and financial statements are accessible on our website.

By adhering to this policy, New Start Standardbreds ensures responsible use of donations and funds, maintaining trust with supporters and the community.