

# **National Association of Women in Construction**

## **Expense Reimbursement Policy for NAWIC Chapters**

NAWIC has an accountable plan for reimbursement of expenses per Internal Revenue Service (IRS) regulations. Chapter members will be reimbursed for expenses incurred on behalf of the chapter that are approved by the Chapter Board of Directors. Detailed accounting records must be kept to substantiate such reimbursements. The IRS requires that the following documentation be provided when requesting reimbursement.

### Expense Reimbursement Request:

Chapter members will be reimbursed for expenses incurred on behalf of the chapter that are approved by the Chapter Board of Directors. A check request form or other request for reimbursement will be filled out and signed by the member with all itemized receipts attached. All receipts should be detailed indicating line items ordered or purchased, not just the totals. Credit card statements are not considered sufficient documentation.

All expense reimbursements will be paid within 7 days of Chapter Board approval.

Adopted by the Board of \_\_\_\_\_ Chapter # \_\_\_\_ on  
\_\_\_\_\_  
(date)