

## **Expense Guidelines & Reimbursement Policy**

Athletes, employees, coaches, and volunteers of Teton Valley Ski Education Foundation occasionally incur expenses for programs and activities that are deemed to be costs of the organization. Teton Valley Ski Education Foundation needs to know of these expenses, and those incurring expenses, need to be reimbursed in a timely manner.

The following matrix of approval is required for reimbursement of all expenses:

1. An employee's supervisor or the Program Director of the activity or travel must approve all expenses for which reimbursement is being requested.
2. The Executive Director is required to review and approve these requests.
3. The Executive Director should reimburse approved expenses within 2 weeks or sooner of receiving the request.
4. Original receipts are expected for all expenses. Under certain circumstances and amount of expense, Executive Director may approve and accounting is authorized to reimburse with non-original receipts when appropriate other backup is submitted. The TVSEF Finance Committee and the Executive Director will closely monitor the exceptions to original receipt backup.
5. The Treasurer or another Board Member must approve all reimbursements to the Executive Director and any reimbursements when the ED is not available for review and approval.
6. Individuals requesting reimbursement submit requests within one week of the expense. A reimbursement form must be submitted with receipts attached. These may be hard copy or electronic and must be signed by the requestor.
7. Teton Valley Ski Education Foundation will not pay any expenses submitted more than 30 days after the expense has been incurred. The Executive Director may make exceptions to this policy.
8. TVSEF will not reimburse employee speeding tickets.
9. For all expenses charged on a personal credit card or account (e.g., fuel for vehicles, posters and other printing work, maintenance and repair of equipment, wax or other ski race supplies, hotels, entry fees, etc.) the person incurring the expense on behalf of Teton Valley Ski Education Foundation is required to get a receipt and submit it to the Executive Director within one week of the expense. If a coach is unable to return receipts to the office in this timeframe due to extended travel, a photo of the receipt should be emailed to accounting with a note explaining the expense purpose. The actual receipts can then be submitted upon return.
10. Expense Reimbursement Form Link -  
[https://docs.google.com/spreadsheets/d/1xq\\_43M0YJZ7tmOHk4sGAVgs1IYB9Bkq0psSfLZwriNk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1xq_43M0YJZ7tmOHk4sGAVgs1IYB9Bkq0psSfLZwriNk/edit?usp=sharing)