

 <p>CCGA National Standard Operating Policy/Procedure</p>		
EFFECTIVE DATE:	TBA	Administration
REVISED DATE:	TBA	
REVIEWED BY:	CCGA BOD	Admin Expense Policy/Procedure

PURPOSE:

This Policy establishes the procedure to be followed for the payment of Admin expenses incurred by Members of the Board in the discharge of their duties.

SCOPE:

The scope of this policy is to insure that fair compensation is provided to members for out of pocket expenses incurred while carrying out CCGA activities.

PERSONNEL:

All Board Members
Employees

POLICY:

The following expenses have been identified for possible reimbursement:

- Home Internet Service
- Home Telephone Service
- Long Distance Phone Charges
- Personal Cell Phone Service

Only out of pocket expenses should be reimbursed by the CCGA National.

Long distance phone charges itemized on phone bill for CCGA business will be reimbursed as charged on the bill. Long distance plans will not be reimbursed. Cell Phone if authorized by the Board will be reimbursed; however, personal calls must be itemized and removed from the bill.

PROCEDURE:

Cell Phone use must be included in the annual business plan and approved by the National Board.

Claims are to be approved by the Finance Committee.

Any requests for exceptions to the policy are to be forwarded to the Finance Committee in writing for review and consideration.