

## Memphis Mensa Policy on Expense Reimbursement

Memphis Mensa reimburses certain expenses of our appointed and elected officers, subject to the following rules.

1. Expenses by members on behalf of Memphis Mensa must be submitted for reimbursement within three months from the date the expenses were billed. Expenses submitted later than three months will be submitted to the Executive Committee.
2. An expense report must be submitted in writing. A standardized form is available from the Treasurer, but any format may be used as long as all necessary information is included. Copies of receipts, invoices, or bills attached to the expense report are adequate proof.
3. Consumable items required to do a specific job (such as staples for our electric staplers) may be purchased as required. Personalized items, such as stationery or business cards, must be approved by the Treasurer or Local Secretary prior to their purchase.
4. Tangible items (those that are not consumed during use) such as staplers or paper cutters must be approved by the Treasurer or Local Secretary prior to their purchase. Items over \$50 must be approved by the Executive Committee in advance.
5. All consumable or tangible items purchased with (Local Mensa Group's) money remain the property of Memphis Mensa. These items should be clearly marked or segregated, and passed on to the next member in that office. Tangible items should also be reported to the Treasurer, for inclusion in our inventory records. All items should be purchased in reasonable quantities, and at the lowest prices reasonably available.
6. Postage: Itemization of individual letters is not required. Officers whose activities include substantial correspondence may purchase rolls of stamps in advance. These stamps should be kept separate and clearly marked as property of Memphis Mensa. Postage for special projects such as mass mailings should be described in the expense report, and receipts included.
7. Telephone expenses: Memphis Mensa will reimburse appointed and elected officers for telephone long distance related to their office. The expense report must include the date, phone number, and the person called. Include the reason for the call if possible. A photocopy of the phone bill is desirable.
8. Travel expenses: No travel expenses for mileage, gasoline, meals, or lodging will be reimbursed unless specifically approved by the Executive Committee.