Downtown Chico Business Association
Business Expenses Policy

The Downtown Chico Business Association (DCBA) **Employee Expense Company Policy** outlines how employee's will be reimbursed for work-related expenses. This policy defines "work-related expenses", eligible employees and/or directors to receive reimbursement and sets a procedure to authorize expenditure and be reimbursed.

As an employee/director of DCBA, there may be a need to pay for some goods or services while doing company business. DCBA intends to either fully pay for or reimburse any business expenses. Some expenses made while conducting company business may be exempt from reimbursement, as listed in this expenses policy standard.

Scope – Eligible Employees/Directors

This policy applies to all DCBA employees working 32 hours or more weekly, considered full time employees and Board Executive Committee Directors that need to spend money for work-related activities.

Part-time and seasonal workers may be eligible for reimbursement, only with approval of their direct supervisor with a pre-approval for expenses to be incurred. Part-time and seasonal workers will not be reimbursed for expenses without prior approval of supervisor on a submitted request for expenditure.

Policy Elements

Employee expenses fall under two categories:

- Expenses that are paid directly by our company on behalf of employees.
- Expenses that are paid by our employees and are reimbursable.

We'll reimburse all reasonable business expenses, after they are approved, in part or in full as the case may be.

Qualifying Expenses

DCBA reimburses all full-time employees for qualifying expenses, including:

- Business travel fees
- Conference entry fees
- Office supplies
- Meeting accommodations
- Work-related software
- Certification fees
- Membership fees

Nonqualifying expenses

DCBA doesn't financially pay for or reimburse employees for the following expenses:

- Loss of personal property
- Company vehicle fines
- Unregistered meals or entertainment while on company business
- Flight upgrades
- Expenses for other family members, such as spouses or children, during business trips

Procedures

To obtain a reimbursement for any business-related expenses, employee or director must:

- Keep receipts documented and organized
- Submit all business expense receipts within 30 days on approved company expense form
- Submit pre-approval for authorized business expenditure, signed by supervisor
- Expense report must be approved by supervisor and/or President before submittal to DCBA Bookkeeper for reimbursement
- Maintain copies of your receipts after you've submitted them

Minimizing expenses

DCBA, as a non-profit public purpose organization, monitors expenditures to avoid overspending or unnecessary costs. Supervisors and bookkeeper are authorized to report any unrelated, inappropriate, non-approved or undocumented expense being requested for reimbursement.

Expense Report Approval

Employee's supervisor is responsible for approving reimbursement claims. If supervisor approves employee expenses reimbursement will be within two pay periods by check.

When incurring work-related expenses:

- Ask for supervisor's approval.
- Submit a reimbursement claim within one month.

Any excessive expenses will be investigated. In cases of consistent falsified or exaggerated claims, disciplinary action may be taken.