NCDA POLICY

EXPENSE REIMBURSEMENT

1. By August 15th each year, Chairs of NCDA Committees will submit budget requests with rationale to the Treasurer.
2. The Board of Directors will review requests and make final budget allocations. No person who has responsibility for spending monies allocated and approved in the NCDA budget for a particular fiscal year shall overspend the approved amount without additional approval. The Board Member with direct responsibility as liaison may approve up to 10% or $100 (whichever is greater). The Treasurer, in consultation with the Executive Director, must approve any amount over 10% or $100 (whichever is greater).
3. The final budget is then sent to all NCDA Chairs.
4. Expense reimbursements must be submitted on an NCDA Check Request form. Expenses to be reimbursed must be submitted within 90 days of the time that the expenses are incurred. Failure to submit in the above time frame will result in non-payment. Appeals to this policy may be made to the Finance Committee.
5. A Check Request form with complete receipts for all expenditures attached is then sent to the Treasurer with a copy to the Executive Director.
6. The NCDA Treasurer will forward approved request to NCDA headquarters for processing.
7. Reimbursement should be made within 45-60 days of the time you submit the request. If reimbursement has not been received in that time, please contact NCDA headquarters at (918) 663-7060 or by e-mail at [dpennington@ncda.org](mailto:jmiller@ncda.org).