AEA-Retired Executive Board Reimbursement Policy

I. Policy Statement

AEA-Retired Board members shall be reimbursed for approved expenses incurred on behalf of the Association. The President shall review vouchers and may approve or disapprove a voucher on the basis of this policy and/or in consideration of the budget and strategic plan.

II. Timeline

In order to obtain reimbursement, Board members must submit a voucher to the President within 60 days of incurring the expense. This timeline may be shortened at the end of the budget year with notice from the President or designee.

III. Reimbursable Expenses – (Receipts are needed for ALL Expenses)

A. Transportation

Each Board member or AEA-Retired Committee appointee who drives to a pre-approved event as the official representative of AEA-Retired will be reimbursed for actual miles driven according to the following schedule: 30 cents per mile. Airfare will be reimbursed for Board members who are selected by the President to attend approved out-of-state Conferences.

B. Housing

When pre-approved, each Board member will be reimbursed for half the cost of a double-occupancy room when it is necessary for them to be away from home overnight while acting as the official representative of AEA-Retired, or when selected by the President to attend an out-of-state Conference.

C. Miscellaneous Expenses

There shall be no reimbursement for expenses not covered in Section III. without pre-approval by the President.

IV. Appeals Process

Should an expense incurred by a Board member be denied reimbursement by the President, then the Board member may appeal this decision to the Reimbursement Review Committee at one of the next two (2) Board meetings. The Reimbursement Review Committee shall consist of three (3) Board members recommended by the President and confirmed by the Board. The Committee's decision will be considered final resolution.