

Appendix B: Ballot 2013-12

Section 2.03.5: Financial Matters: Credit Cards and Expense Reimbursements

All expenditures shall be evidenced by receipts. The Chair or Treasurer shall be required to approve (and evidence by signing or initialing) all expenses and expense account reimbursements ~~more than~~ in excess of \$200 made to the Executive Director or ~~other officers~~ LNC members prior to payment or within thirty days of payment if the expenditure is incurred with a Party issued credit card. No advance shall be made. No officer shall approve his or her own expenses. ~~To avoid possible hardship due to delays in such approvals, the Chair or the Treasurer may at his or her discretion authorize a permanent expense advance of up to \$200 per individual, which shall be considered a draw against any reimbursable expenses incurred but not yet reimbursed. Any such advances so made shall be fully reflected on the Party financial statements and shall be repayable in full by the individual immediately upon termination of employment or ceasing to hold LNC office for any reason. Any exception to this policy must be approved in writing by the Chair.~~

Travel expenses incurred by officers for the explicit purpose of conducting Party business (excluding those incurred for the purpose of attending LNC meetings) may be reimbursed. Business travel expenses not pre-authorized by the LNC must be deemed necessary and approved in writing by the Chair to qualify for reimbursement. All travel expense reports are to be audited by the Treasurer, and approved by the Treasurer and the Chair.