



## **FINANCIAL POLICY 2023**

Financial records shall be kept in safekeeping for 7 years in accordance with IRS guidelines. The network operates as a 501c6 thereby prohibiting the network to issue a check to a non-profit organization. The network may hold fundraisers for nonprofits but none of the funds collected during these efforts may be deposited in the Network account(s).

### **A. Travel Reimbursement:**

1. The Executive Line are defined as the President, President-Elect, Treasurer, First Vice President, Events Director and Membership Director and if applicable, Parliamentarian.
  2. Travel expenses will only be reimbursed to the member per the following guidelines, and where funds permit.
- Reimbursement will first be made to the Network's Executive Line Officers, then to Committee Chairs, then to general membership, then to designated National Strategic Partner Members and lastly to local Strategic Partner members.
  - Travel expenses requests must be prepaid by the member or approved in the budget in advance of travel if prepaid by the network.
  - Submission for reimbursement must be within 30 days of attending WCR budget- approved events using the provided Travel reimbursement form provided on the WCR Florida State website.
  - Reimbursement shall abide in accordance with IRS guidelines described in notice 2021-52 for Board approved travel. Reimbursement request forms shall include the current per diem allowed as a guide when submitting for reimbursement. Travel expenses will be paid for all Executive Line



Members for food and nonalcoholic beverages. Receipts must be provided, regardless of the amount.

- Reimbursement requests must be accompanied by all receipts to support the request along with a completed and signed expense reimbursement form within 30 days of the end date of the event.
- All reimbursements will be completed within 30 days of the receipt of the approved documentation.
- Any changes to the standing rules regarding expense reimbursement and/or prepayment must be approved by the Governing Board.
- Only the Executive line will be reimbursed for additional ticketed events, (IE: WCR State or Sponsored events, Galas and Installations). WCR Events do not include any Designation Courses.

3. Anyone requesting reimbursement must meet the following attendance requirements:

- The Network's Executive Line Officers must have attended at least 75% of the provided classes and forums including any forum that is specific to their position (IE: Treasure must attend the Treasurer Forum) and all others must attend 50% of all classes and forums during the event for which the reimbursement is being requested, with documentation whether at State or National Conventions or Mid-Year Meetings. Documentation or a 1 paragraph write up about attending the class will be required to show attendance.
- If the attendance criteria are not met, the governing board may vote at their discretion not to reimburse the attendee.



- The President must attend any WCR Governing Board meeting at the event, regardless of if a vote is needed at the event.
- Guests and spouses that are non-members may not be reimbursed unless otherwise approved with special circumstances.

*It is very important that the President attend and vote at Governing Board meetings at both the state and national level, as representative of our Network. In her (his) absence, the President-Elect or Network Representative will attend and cast the Network's vote(s). A Proxy form may be required in advance for substitution. The President should confirm in advance with the voting rules for that event.*

- Have attended at least 50% of Network Events during the previous 12-month period
- Be a National Member in good standing.
- Network travel event costs will be paid as follows from established budgets for the Network's Executive Line Officers as follows:
  - i. 100% of Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (or equivalent not to exceed cost of WCR Host Hotel) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting or the event  
**Ex: Room cost-\$200**  
**Cost per line officer-\$100**  
**Reimbursement to line officer-\$100**



- ii. Unless approved at 100% reimbursement in the budget, 50% of Member's Accommodation Expense (Excluding Incidentals) (with minimum double occupancy) at the WCR hotel (Or equivalent not to exceed cost of WCR host hotel's standard/convention room rate) for the night preceding the first WCR meeting (meeting must start before 12:00 p.m.) through the night before the last WCR meeting or the event  
EX: Room Cost - \$200  
Cost to Member - \$100  
Reimbursement to Member - \$50
- iii. Registration at WCR early bird registration rate when required
- iv. Full coach airfare plus 1 bag at standard weight limit booked at least 30 days out.
  - v. Fuel will be reimbursed at the current IRS rate per mile at time of travel, when 2 or more national members travel in the same vehicle to a State or National WCR Conference. Only the one member from the vehicle may seek reimbursement for mileage. WCR Ticketed Event
  - vi. Airport transfer (to and from event lodging or location) vii. Parking at WCR hotel at the self-parking rate unless valet is the only parking option.
- 3. Local Executive will receive 1 complimentary event ticket to all local events. Complementary Executive line tickets are non-transferable. Should they bring a guest, a ticket must be purchased for the guest at standard price.
- 4. Guest speakers will receive a complimentary ticket to the event they are speaking at.