**Chapter Expenses Guidelines NC Chapter ASSP**

**For non-travel meal expenses:**

Chapter members are expected to cover their own expenses for non-travel business meals and food, with the following exceptions:

* Pre-approved business related entertainment of guests, limited to an average of $50.00 per person plus tax and gratuity.
* The Chapter Executive Committee has approved a recurring annual meeting budget for food and non-alcoholic drinks of $500.00 for up to six meetings. Expenses are limited to an average of $20.00 per person, per meeting, plus tax and gratuity.
* Additional non-travel meal expenses pre-approved by the Chapter Executive Committee.

In all cases, each person paying for meal expenses, described in the exceptions listed above, shall provide a receipt showing the cost for food/beverage and gratuities, and a Check Request/Expense Reimbursement form, or monthly report, which includes the names of every person for whom food or beverage was provided and the specific business purpose furthered by the expenditure. (CASOG sections IV, VII, & XII)

The Chapter may also cover meals for speakers, dignitaries or guests at scheduled Chapter meetings.

**For non-travel, non-meal expenses**

Chapter members incurring non-travel expenses on behalf of the Chapter shall submit a Check Request/Expense Reimbursement form along with a receipt for purchase.

Requests for funds in advance of purchase shall include a written estimate or quote provided by the vendor or supplier.

Non-travel Chapter expenses incurred by the Treasurer or president shall be documented in this manner or by a monthly expense or finance report. (CASOG section VII)

**For travel expenses**

All travel expenses shall be pre-authorized by the Chapter Executive Committee. Travel Expense Reports shall be approved by two Executive Committee members and shall be in compliance with CASOG, section XII.

**For all expenses**

All disbursements must be pre-approved by the Executive Committee.

The purchaser shall provide receipts promptly after purchase and shall be personally responsible for all expenses incurred, including reimbursement of Chapter monies, until approved by two Executive Committee members. (CASOG section VII)

All expense activities shall be in compliance with the latest version of the ASSP Chapter Accounting Standard Operating Guidelines.