



Anchorage Alaska Intergroup
Effective Date: 09, 2015

AAI Policy #: Undetermined
Adopted: 02, 2014
Revised: 09, 2015

Repayment of Necessary Expenses

Purpose:

The purpose of explaining the process for repayment of necessary expenses.

Additional Authority:

None

Scope:

Anchorage Alaska Intergroup

Responsible Party:

Anchorage Alaska Intergroup

POLICY

Any person who performs a service that has been authorized by Anchorage Alaska Intergroup shall be reimbursed for necessary expenses, including specifically (but not exclusively) travel, lodging, meals, telephone calls, printing or photocopying and purchases of equipment or supplies to the extent that budget considerations may allow.

PROCEDURE

Except in special cases, to be determined by the Treasurer, no reimbursement shall be made unless a receipt is presented along with claim for reimbursement.

All claims for reimbursement must be presented to the Treasurer.

In the event that Anchorage Alaska Intergroup shall advance money to any individual, all surplus funds, a complete expense report and all relevant receipts must be submitted to the Treasurer within 30 days of the event or activity for which the money was advanced.