

## CNMA DISTRICT REIMBURSEMENT GUIDANCE

### **Overall reimbursement policy:**

1. Reimbursement will be by using the applicable form, i.e., *Association Expense Report* or District President Expense Report, found on the CNMA website > Secretary > CNMA Forms or District Information. **Manual mailed documents will not be accepted.**
2. Documents required
  - a. Proof of mileage incurred by MapQuest driving directions showing actual miles driven
  - b. Receipts for airfare showing actual amount paid (not credit card statement)
  - c. Other valid receipts from stores, gas stations, Uber, Lyft, baggage fees, registration, hotel bill, etc.
  - d. Documents must be scanned, legible and show the charges and full amount of expense incurred
3. Documents must be uploaded into the appropriate online Expense Report as required by the form
4. As a general rule daily per diem is not authorized
5. Mileage rate will be as designated by Moose International
6. Under no circumstances will anyone be reimbursed if the lodge, chapter, or Moose Legion have agreed to provide payment
  - a. District President to be reimbursed in accordance with the following guidelines:
    - i. A proposal must be submitted to the district, reviewed, and approved by the membership of the district before the purchases are made by the individual
    - ii. Adequate funds must be available in the **Association** District account
    - iii. No funds shall be disbursed from a district checking account as reimbursement is made by the Association Secretary from the funds earmarked and deposited in the District Convention Expense account
    - iv. Incoming and current District Presidents may be authorized if approved by the District membership
  - b. Super saver airfare or allowable mileage, per Moose International, whichever is the lesser amount will be reimbursed. Reservations should be made as early as possible to ensure that the best available rate is obtained. Making reservations later than expected may result in a lesser amount being reimbursed.

- c. Hotel expenses as follows:
  - i. Only hotel expenses for the host hotel will be reimbursed at the rate provided in the guidance issued by the Association
  - ii. Should hotel registrations not be made within the established timeframes, reimbursement will only be at the designated rate
- d. No per diem is authorized
- e. Banquet attendance and reimbursement is encouraged
- f. Pre-registration fee

### **District President Expense Reimbursement Additional Guidance**

District Presidents will only be reimbursed for what has been approved by the District membership as documented in the Board of Officers and Social Meeting Minutes. The exact allowable amount must be fully documented by line item, for example, airfare versus mileage, hotel accommodations, registration and banquet. The approval must be done prior to the Mid-Year Conference and/or the Annual Convention. Reimbursement will only be allowed by completing the [District President Expense Report](#) and must include valid receipts (actual completed hotel receipt, full airfare receipt including all documented charges, mileage from MapQuest showing the actual route and miles driven, completed registration form from registration). These receipts must be scanned and uploaded directly into the completed form. The expense report and all valid receipts must be completed and submitted no later than **45 days** after the completion of the Mid-Year Conference or Annual Convention. Reports submitted after the deadline will be **denied**. Sufficient funds must reside in the District account with the Association prior to submittal of the expense report in order for reimbursement to occur.