

Chapter Meal Reimbursement Policy

All NYSSCPA Chapter Executive Board members are urged to devote the time necessary to perform the responsibilities associated with their elected office.

It is, therefore, the policy of the Society to reimburse reasonable meal expenses associated with attendance at scheduled meetings of the Executive Board. Organizational meetings for chapter committees are included in this policy.

Since reimbursement is limited to meetings of the Executive Board and the organizational (first) meeting of chapter committees, it is highly recommended that group meals be arranged for convenience and cost efficiency. Per person costs should be limited to no more than \$10 for breakfast or lunch and no more than \$20 for dinner meetings (inclusive of tax and gratuity). The Society will not reimburse the costs of any alcoholic beverages. Timely and appropriate receipts must be provided to the chapter treasurer before reimbursement can be made.

Chapters who avail themselves of this policy are requested to be mindful of the need to conserve costs related to Executive Board activities and are, therefore, requested to hold the costs for which reimbursement is sought to a minimum.

Adopted by the NYSSCPA Executive Committee on August 13, 2003

