Reimbursement of Expenses

The following information is one example of how to handle reimbursements for members of your board, and is not a minimum requirement set forth by MPI.

Expenses incurred by officers and directors shall be reimbursed from chapter funds, provided the expenses are authorized by the Board of Directors or have been expended in accordance with the approved annual budget prepared by the Finance Committee.

Registration fee, round-trip airline coach fare, or mileage/parking expense, transportation to/from airport and headquarter hotel and hotel accommodation (room and tax) reimbursement fees will be authorized by the Board of Directors and the annual budget for the President to attend the MPI World Education Congress annually. In addition, reimbursements costs may be covered for the President-Elect to attend the WEC if the Board of Directors authorizes it and it is in the chapter budget. At the Board of Directors discretion, attendance at WEC may be delegated to the President-Elect if the President was unable to attend. Expenses would be then paid, within the budgeted and approved amounts, for the President-Elect’s attendance at such meeting.

Always remember to review your local tax laws to ensure you are following proper procedures for tax purposes.