



PORSCHE CLUB OF AMERICA - FIRST SETTLERS REGION

Standard Operating Procedures – Expense Reimbursement Program

The intent of this program is to reimburse the Region Board of Directors (BOD) for a portion of the expenses incurred in the execution of their region duties in order to “defray the cost of volunteering”. This reimbursement also applies to designated volunteers supporting specific region events with approval of the BOD.

1. Mileage Reimbursement. Beginning on January 1, 2014, the standard mileage reimbursement rates for the use of a car (also vans, pickups or panel trucks) will be \$.25 per mile driven.

- A) Region Meetings/official business. BOD members may submit a request for reimbursement for driving to BOD meetings or other required official business when the meeting location is in excess of 50 miles one way from the member’s home (as determined by Google Maps fastest route).

Examples:

1. BOD members who are required to drive more than 50 miles, one way, from home to attend a Board Meeting, to include the Annual Open Board Meeting, may submit a request for reimbursement.
2. BOD members who attend monthly breakfasts for the purpose of discussing region business with membership, and drive more than 50 miles, one-way, may submit a request for reimbursement.

- B) Event Planning. BOD members, committee chairs and event leads may submit a request for reimbursement for mileage driven in support of pre-planning for region events. This reimbursement will apply to mileage from the member’s home to the location of the planned event or via a planned event route (i.e. fun run or rally route). This mileage reimbursement can be extended to additional volunteers in support of event planning by recommendation of the event Chair/Lead with pre-approval by the BOD.

Example:

1. Event Leads who must drive to locations for the purpose of coordinating events may submit a request for reimbursement for their mileage. This includes fun run or rally routes. Event Leads may recommend to the Board for additional members who volunteer and who

are deemed necessary to support pre-event planning to receive reimbursement. Board approval will be by simple majority vote prior to the travel.

C) Mileage Reimbursement Limits. Limits of mileage reimbursement are \$200 per person/event .

2. Lodging Expenses. Event Leads may submit a request for reimbursement for one night of lodging expenses incurred during event planning up to a maximum of \$150 per event. Event Leads may recommend to the Board for additional members who volunteer and who are deemed necessary to support pre-event planning to receive reimbursement. Board approval will be by simple majority vote.

3. Event Registration Fees:

A) Event Leads. Event registration fees for event leads will be waived. Cost of meals and lodging associated with the actual event will not be waived.

B) Driver Education (DE) Events: Event registration fees for the DE Chair, Chief Track Instructor, Registrar and Safety Chair will be waived. Designated DE Assistant Chairs may have one half of their registration fees if approved by the DE Chair.

C) Event Hosts: Event registration and/or meal fees for members hosting an event at their home will be waived.

D) Porsche Parade: BOD members may submit a request for reimbursement of the Parade registration fee for by the Region.

4. Reimbursement Procedures/Approval: Members requesting reimbursement should submit a Region Expense Reimbursement form (Appendix 1) to the Region President, with receipts attached, who will have approval authority for costs previously approved by the BOD. For costs not previously approved or for overages of previously approved costs, the Region President will have approval authority up to \$250 per request. For amounts above \$250, he/she will coordinate approval with the BOD. If approved, request forms will be forwarded to the Treasurer for reimbursement to the member by check.