

## **AAPS Policy on Reimbursement of Out-of-Pocket Office and Other Expenses for Volunteers**

**Policy Overview:** Reasonable and customary “out-of-pocket” and other expenses for items such as but not limited to mailing, copying, telephone, fax, and general supplies that are incurred by AAPS members performing office activities to support association functions, may be reimbursed to the extent that such expenses are not covered by the individual’s employer or another source (not including the individual’s personal finances).

**General Policy:** In an association such as AAPS where its members frequently perform volunteer work, there are occasions where office expenses (such as but not limited to mailing, express delivery copying, faxing, telephone, and general supplies) may be incurred. These expenses may be reimbursed where such expenses are not provided by the member’s employer or another source (e.g., when such expenses come out of the individual’s personal finances), or when it is inappropriate for these expenses to be covered by such sources (e.g., when there is a perceived or real conflict of interest or specific policies that prohibit such expenses.)

**Procedures:** Expenses must be approved prior to reimbursement by an AAPS staff member or an AAPS Section Chair or Committee Chair. To the maximum extent practicable, members should seek pre-approval before incurring expenses. AAPS reserves the right to deny requests for reimbursement for items that are not pre-approved. A detailed list of specific expenses must be prepared that includes the amount, date, and item of expense. The itemized expenses and a letter requesting reimbursement with an appropriate justification should be submitted to authorized AAPS staff or AAPS Section Chair or Committee Chair for review and approval. In most cases the AAPS Director of a specific department (Meetings, Publications, Communications, Administration, etc.) under which the volunteer’s activities occurred should review and approve the reimbursement of office expenses. If such expenses are not clearly associated with any of the AAPS specific departments, then the AAPS Director of Finance will review and approve the expense reimbursement. Expenses that are approved by AAPS Section Chairs or Committee Chairs will be paid from available funds (budgets) of that AAPS entity.

**Limitations:** Expenses that are greater than \$1,000 for any calendar year for any one individual must be reviewed and approved by the AAPS Executive Council.

Expenses will be reimbursed only. Reimbursement of salary or other forms of compensation are not included under this policy.

Reimbursement of travel expenses, facilities (meeting room) rentals, or meals, are not included under this policy.

Any member of AAPS in good standing is eligible for office expense reimbursement contingent upon meeting the criteria set forth above.