

AMSA Expense Policy

National Leaders & Volunteers

Policy Purpose

Our AMSA expense policy outlines preferred methods of using expenses and how we will reimburse leaders for approved organization-related expenses. Organization expenses fall under two categories:

- Approved expenses that are paid directly by AMSA on behalf of leaders.
- Approved expenses that are paid by leaders and are reimbursable.

Travel Expenses

Some types of travel expenses incurred by team members or leaders are reimbursable; this may include any kind of transportation and accommodation expenses incurred when traveling to a required AMSA event. There is a travel cap of \$350 for any funded travel done by National Leaders and AMSA will only pay or reimburse up to a total of \$350 to cover pre-approved travel arrangements. This cap includes:

- Flights
- Parking
- Taxi/uber/lyft etc.

Any costs over \$350 will be incurred by the National Leader and not by AMSA. If AMSA provides a form of payment upfront and more than \$350 is paid, AMSA will invoice the National Leader for any expenses above \$350 and expect to receive payment within 30 days. *A \$500 cap is available for our designated International leaders that are currently residing outside of the United States only).*

In the event that AMSA has paid for a leader's travel arrangements, and they are unable to uphold the travel obligation, they are responsible for the entirety of the costs associated with the travel. AMSA will invoice the National Leader for any unused travel expenses and expect to receive payment within 30 days.

We want to avoid overspending or unnecessary costs. We may contract with hotels and agencies to get the best possible prices. We'll also aim for the cheapest option when we can. For example leaders should book airline tickets in economy class

Non-reimbursable expenses

We will not reimburse the following:

- Expenses incurred by anyone who accompanies a leader on their travels
- Un-authorized service upgrades (e.g. business class or hotel rooms)
- Personal expenses or purchases of any kind

- Lost personal property (e.g. luggage)

This list is not exhaustive. If you have a question about a reimbursable expense, please contact the AMSA President before you travel.

Procedure

When you are approved for AMSA related travel, typically your expenses will be allotted via a virtual credit card in the AMSA Ramp accounting system. This card can be used to purchase approved travel needs up to the allotted cap. You are responsible for:

- Documenting any expenses that our organization hasn't directly arranged for (e.g., taxi fares, Uber, Flight, etc.) Be sure to obtain bills and receipts for all transactions.
- Uploading all supporting documents in the Ramp system
- In the event you are unable to use the assigned virtual card, submit your reimbursement via this form: [Reimbursement & Expenses Form](#) Submit your request within 10 days of your trip for reimbursement along with all necessary documentation.
- Reimbursements will be disbursed within 15 business days following the approval. This time may vary based on business obligations.

We'll investigate any excessive or unapproved expenses and may take disciplinary action.

Note: My signature on the AMSA National Volunteer & Leadership Agreement signifies my understanding of the AMSA Expense Policy for National Leaders & Volunteers and my commitment to abide by its regulations and expectations.