

Financial Policy Guidelines

As Recommended by the Financial Committee and approved by the GAEA Board

Each member of the Executive Board and each Committee Chairperson, Division Representative, District Presidents, Regional Chairperson, and Publication Editor, is expected and required to develop a one-year Plan of Action and Budget Proposal for their assigned area of responsibility. These plans should be prepared using the attached Plan of Action and Budget Proposal form. Add more pages if needed or file additional copies if you have more than one area for which you are responsible. Please consider the plans your “first draft” plan. They will be considered for input by the Financial Committee and presented to the Executive Board with recommendations to accept, modify or reject. Although specific amounts have been allocated in the budget for planning purposes, these amounts and larger expenditures by the Executive Board, Committee Chairs, Division Representatives, District Presidents, Regional Chairpersons and Publication Editors must be approved by the Executive Board, based on the Plan of Action and Budget Proposal and guided by recommendations from the Financial Committee.

Important Dates for 2003-2005

- Fall Conference 2003: Information Regarding “Plan of Action” submitted to new board. A copy of the Plan of Action and Budget Proposal will be passed out and discussed at the board meeting. This is very important!
- December 15th, 2003:** Due Date for Plan of Action and Budget Proposal for monetary consideration from the 2004 budget. Each board member must submit their Plan of Action and Budget Proposal to Debi West, dewestudio@bellsouth.net, for each of their areas of responsibility. Monies will be allocated based on their merit as approved by the Executive Board.
- January 10th, 2004: 2004 Budget will be prepared and approved at the Board meeting in January. All board members will know what their yearly budget will be.
- February 2004: Notification of acceptance of Plan of Action proposal within four weeks of Executive Board meeting in January. This is for all late submissions.
- Fall Conference 2004:** Due Date for Plan of Action and Budget Proposal for monetary consideration from the 2005 budget. Please remember to bring these forms with you to the board meeting so that the Executive Board and Financial Committee can allocate monies in a timely fashion.
- January 2005: 2005 budget to be prepared and approved at the Board meeting.
- February 2005: Notification of acceptance of Plan of Action proposal within four

weeks of Executive Board meeting in January. This is for all late submissions.

Mileage Reimbursement:

All approved travel to conduct GAEA business will be reimbursed at the following flat rate. (No mileage reimbursements will be paid to attend conferences.) Carpooling is encouraged.

Flat rate, round trip:

0 - 99	\$0.00
100 - 199	\$10.00
200 - 299	\$20.00
300 - 399	\$30.00
400 - 499	\$40.00
500 +	\$50.00

Submission of mileage on proper mileage reimbursement form is required for reimbursement.

Reimbursement Guidelines and Deadline for Receipts:

Requests for reimbursements based on allotted funds approved on the Plan of Action and Budget Proposal or designated specifically in the budget should be made on GAEA reimbursement forms with the original receipt attached. No reimbursements will be made without the receipt. In the event of a lost receipt, Executive Board approval must be secured before payment may be made. Expenditures beyond the approved budgeted amount will not be reimbursed unless prior approval has been given by the Executive Board in writing.

Reimbursement forms require documentation on how the expense was used based on the Plan of Action and Budget Proposal.

All receipts for reimbursement and all mileage reimbursements must be submitted for payment to the Treasurer in a timely manner, not to exceed 3 months. All receipts for the previous fiscal year must be submitted before January 15 of the new fiscal year for reimbursement.

Travel Expenses (For President and President-Elect officially designated as NAEA delegates for Georgia.)

Travel expenses as designated below will be reimbursed up to a maximum of \$750.00 for the President and President Elect to attend the NAEA delegates assembly each year. A plan of action should be submitted even though this money is budgeted separately from other plan of action money. Amounts above \$750.00 are subject to Full Board Approval when required to travel to more expensive conference cities. Requests for reimbursements shall be made on the GAEA Reimbursement form. Reimbursements will be made as follows:

Meals and Tips. Actual cost of meals and tips shall be reimbursed up to \$25.00 per day for a maximum of three day plus two official meal functions required of NAEA delegates to be reduced by an appropriate per diem amount for a maximum of three days. Per diem amounts include: \$5 for breakfast, \$7.00 for lunch, and \$13.00 for dinner.

Public Transportation. All travel by common carrier must be at a fare as low as possible to accommodate convenient travel arrangements and be accompanied by dated receipts. Feasible and economical local transportation for business purposes is reimbursed.

Travel by Private Auto. Travel by private auto will be reimbursed at the rate of twenty eight cents (.28) per mile up to the limit of one round trip air fare at the lowest available

cost from the individual's place of residence or point of departure. A statement of mileage must accompany the request for reimbursement. Travel to an airport to catch a flight will be reimbursed based on the flat mileage rate.

Rooms. Room reservations will be reimbursed for three nights up to the lowest rate quoted by NAEA for the conference hotel, all taxes included.