

## Utah Association of Medical Staff Services

<b>Policy/Procedure Name:</b> <b>Expense Reimbursement</b>	<b>Index:</b> <b>UAMSS-003</b>
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**Policy Statement:**

UAMSS members will be reimbursed for expenses incurred in conjunction with business performed for the Association.

**Procedure:**

All expenses must be pre-approved by the UAMSS Board of Directors.

All expense reimbursement requests must be submitted using the Expense Reimbursement Form, attached, accompanied by a copy of the receipt(s) and submitted to the UAMSS Treasurer within 30 days of being incurred.

Expenses incurred that cannot be accompanied by a receipt, such as postage from the member’s facility, should be logged in some fashion. The log shall stand as a receipt and must be submitted with the reimbursement form.

It is recommended that expenses totaling \$10 or less will be processed quarterly at the beginning of each quarter and expenses totaling \$10 or greater will be processed within one week of receipt by the UAMSS Treasurer. Per the bylaws any expenses totaling \$100 or more will require verbal approval between the treasurer and current president.

UAMSS maintains the right to refuse reimbursement for expenses and or travel which has not been received prior to approval from the UAMSS Board of Directors.

**This policy will be reviewed on an annual basis by the Board of Directors of UAMSS.**

<b>Policy Cross Reference:</b> Bylaws Article 6.7	
<b>Revision and/or Replacement Date(s):</b> 11.17.2016; 5.21.18; 1.12.2023	
<b>Original Approval Date:</b> 04.01.2015 by Rachel Smith, CPCS, 2015 UAMSS President	
<b>Approved by:</b>  Lydia Tedtaotao 2023 UAMSS President	<b>Date Approved:</b>  <div style="text-align: center; font-size: 1.5em;">1/12/2023</div>

