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| Society of Gastroenterology<br>Nurses and Associates, Inc.        |
| <i>Board Policy &amp;<br/>Administrative Procedure<br/>Manual</i> |

Policy No: D-9  
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Effective Date: 10/06  
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**Subject:** Expense reimbursement for technology allowance  
**Review Responsibility:** Budget, Finance & Audit Committee

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**Policy Statement:** The Board of Directors may provide for the reimbursement of ‘office equipment’ pertinent to the roles of the executive committee. Those eligible for reimbursement of expenses are the SGNA Board of Directors Executive Committee. Expenses that have been budgeted will be reimbursed. Non-budgeted expenses up to \$1,000 must be approved by the President in consultation with the Treasurer and Executive Director. Non-budgeted expenses over \$1,000 must be approved by the SGNA Budget, Finance and Audit Committee.

**Focus:** SGNA Board of Directors

**Purpose:** To define eligibility for SGNA funding and guidelines for reimbursement of expenses incurred by volunteers on behalf of SGNA.

**Procedure:**

See police D-4 for expense reimbursement procedures.

1. Eligibility

- 1.1. Newly elected executive committee officers are eligible for up to \$1,000 technology allowance during the first year of their term in office, if budgeted. This includes the newly elected President-elect and newly elected Secretary/Treasurer.
- 1.2. Officers are not eligible for reimbursement after their first term in office and therefore to get additional reimbursement a different ‘office’ must be assumed.
- 1.3. Items eligible for reimbursement include, personal computer, printer, fax machine, copier, scanner, computer software. Any item outside of this list must be approved by the President in consultation with the Treasurer and Executive Director.