

Missouri Coalition for Oral Health

Expense Reimbursement Policy

Missouri Coalition for Oral Health (the Coalition) Board members and employees may be reimbursed for expenses incurred in conducting Coalition business, including travel to Board meetings or to meetings at which their attendance is required as members of the Board of Directors or as Coalition employees. Board members who are supported by their employer for attendance costs should utilize that resource before accessing Coalition funds.

Reimbursable expenses include mileage as described above, airfare, lodging, meals, and related expenses associated directly with the meetings necessary for business of the Coalition.

Travel must receive prior approval from the Executive Director.

Expenses must be submitted within thirty (30) days of the date expenses were incurred.

Expenses must be submitted on an expense form provided by the Coalition and must be accompanied by receipts for lodging, airfare, and any individual meal totaling more than \$25. Claims for expense reimbursement must be reviewed and approved by the Coalition Executive Director prior to payment.

Mileage will be reimbursed at the IRS allowable rate for business miles in place at the time of travel.

Policy adopted by the Board of Directors of the Missouri Coalition for Oral Health on March 23, 2012.

Attest: _____

Diann Bomkamp, Secretary