REIMBURSEMENT POLICY OF
COMMUNITY ASSOCIATIONS INSTITUTE,
SOUTHEAST FLORIDA CHAPTER, INC.

Last Amended: 11/05/2025

Southeast Florida Chapter Reimbursement Policy

Purpose
This policy establishes clear guidelines for reimbursement of expenses incurred by officers, directors, the Chapter Executive Director (CED), and other authorized representatives of the CAI Southeast Florida Chapter ("the Chapter") when conducting approved Chapter business. The intent is to ensure accountability, fairness, and alignment with the Chapter's budgetary planning.

1. General Policy

1.1 Reimbursement will be made only for reasonable and necessary expenses directly related to approved Chapter business.
1.2 Mileage reimbursement will follow the IRS Standard Mileage Rate in effect at the time of travel.
1.3 Requests for reimbursement must be submitted within 30 days of the expense using the Chapter Reimbursement Form (Exhibit A) and must include appropriate documentation (e.g., receipts, proof of payment, mileage logs).
1.4 All reimbursements are subject to review and approval by the Executive Director or the Board of Directors, consistent with budget allocations.

2. Specific Authorized Reimbursements

2.1 Annual Conference

- The President, President-Elect, and Chapter Executive Director (CED) will be reimbursed for registration, travel, and lodging. (This is budgeted annually.)
- Other Board Members will be reimbursed for registration fees only to attend the Annual Conference.

2.2 CED Retreat

- The CED will be reimbursed for travel and lodging expenses associated with attending the CED Retreat. (This is budgeted annually.)

2.3 Florida Legislative Alliance (FLA) Members

- Members of the FLA from our Chapter will be reimbursed for travel and lodging to attend approved FLA meetings and activities. (This is budgeted annually.)

2.4 State Strategic Planning Conference

- The President, President-Elect, and CED will be reimbursed for travel and lodging expenses related to the annual State Strategic Planning Conference.

2.5 Chapter Duties

- The CED will be reimbursed for mileage incurred in the performance of official Chapter duties, consistent with the IRS standard mileage rate.

3. Other Reimbursable Expenses

- Parking fees, tolls, and reasonable meals incurred during authorized travel may be reimbursed.
- Lodging should be arranged at reasonably priced accommodations aligned with nonprofit best practices.
- Airfare or other travel arrangements should be at the most economical rate available.

4. Non-Reimbursable Expenses

The Chapter will not reimburse for:

- Personal travel, entertainment, or leisure expenses
- Upgrades for travel or accommodations (e.g., first-class airfare, luxury hotels)
- Expenses not directly tied to Chapter business

5. Compliance and Review

This policy is aligned with nonprofit standards and IRS guidelines. The Chapter reserves the right to amend or update the policy based on budget considerations, Board decisions, or regulatory requirements.