



**Policy Name:** Expense Reimbursement Policy

**Policy Number:** REM201907

**Adopted:** 01/15/2016

**Revised:** 07/19/2019

**Policy:**

Expenses attributed to Central Ohio Rowing activities will be reimbursed. When making a purchase on behalf of Central Ohio Rowing, attempt should be made to present the tax-exempt certificate to the Vendor to avoid sale tax. Expenses will be reimbursed upon the following being presented:

- Name of individual making purchase
- Date of purchase
- Receipt
- Description of expenditure
- Amount

Mileage will be reimbursed either at the actual cost of gas upon the information above being presented or the IRS rate for nonprofit organizations. Mileage is not reimbursed for towing the boat trailer or food trailer.

One (1) hotel room is provided to the family towing the boat trailer and one (1) hotel room is provided to the family towing the food trailer.

Coaches are reimbursed expenses based on the above. Additionally, hotel rooms are provided to the coaches for out of town regattas. Other expenses reimbursed for regattas include mileage to/from regatta or actual gas reimbursement as well as dinner after the regatta and dinner the night before the regatta, if a Central Ohio Rowing activity is not provided.