

Minnesota State Band Expense Reimbursement Policy

Policy: The Minnesota State Band will reimburse allowable expenses incurred by board members, conductors, band members, and the equipment manager, according to established procedures.

Procedure:

1. The Treasurer issues checks or pays by debit card to cover band expenses.
2. There may be situations where an individual pays for band expenses from their personal funds. In this case, the individual must obtain approval in advance from the Board of Directors and indicate the purpose of the expense and estimated cost.
3. The individual will pay for the approved expense item(s) and submit written documentation, such as invoices, receipts, and copies of checks, to the Treasurer within 30 days of the expenditure.
4. The Treasurer will review the documentation submitted and make determination whether the expenses will be reimbursed. Additional information and documentation may be required.
5. Approved expenses will be reimbursed to the individual via check or cash, dependent upon the circumstances, within 30 days of receipt by the Treasurer.
6. Individuals who intentionally make unapproved or false claims for reimbursement may be subject to discipline up to and including removal.

Examples of reimbursable expenses:

1. Items approved by the Board of Directors.
2. Out of pocket travel expenses such as mileage, fuel, parking.
3. Fuel for UHaul trucks rented by the Equipment Manager.
4. Repair or purchase of needed items for a musical instrument owned by the band.
5. Office supplies, printing, postage.
6. Other miscellaneous items, as approved by the Board of Directors.

Approved by Minnesota State Band Board of Directors April 7, 2021