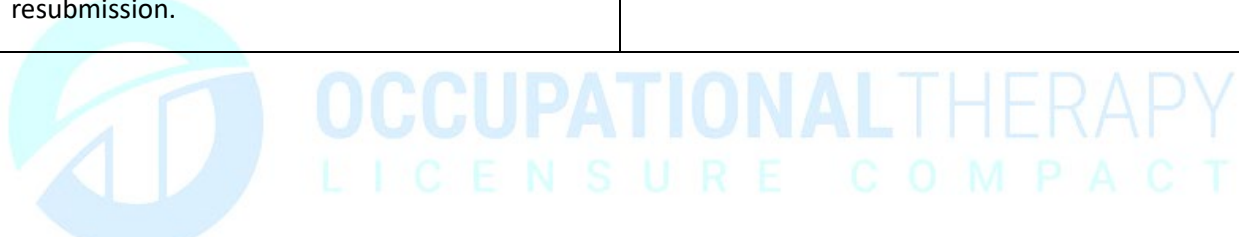


**OCCUPATIONAL THERAPY COMPACT COMMISSION (OTCC)
EXPENSE REIMBURSEMENT POLICY**



Effective Date: January 1, 2024	Scope: This policy applies to Delegates and staff of the OTCC.
Purpose: The purpose of this Reimbursement Policy is to establish guidelines and procedures for the reimbursement of expenses incurred by Delegates and staff while performing their duties on behalf of the OTCC. This policy aims to ensure consistency, transparency, and fairness in the reimbursement process.	
Policy Statement: Unless expenses are otherwise covered, subject to the availability of budgeted funds and the pre-approval by Executive Director in consultation with Treasurer, Delegates shall be reimbursed for any actual and necessary expenses incurred pursuant to their attendance at a convened meeting of the Commission or its committees as provided by the Compact in accordance with U.S. General Services Administration (GSA) Travel Management Policy. (https://www.gsa.gov/policy-regulations/policy/travel-management-policy) Reimbursement for items and occurrences not addressed by GSA’s Travel Management Policy will be determined by the Executive Director in consultation with the Commission’s Treasurer.	
Eligible Expenses: The following expenses may be eligible for reimbursement, provided they are incurred for legitimate business purposes and comply with applicable laws and regulations: <ul style="list-style-type: none">a. <i>Travel Expenses:</i> Includes transportation (airfare, mileage, rental cars), accommodation, and meals during business trips.b. <i>Communication:</i> Approved costs related to business calls, internet connectivity, and other communication expenses necessary for duties and responsibilities.c. <i>Professional Development:</i> Registration fees, travel, and accommodation expenses for approved training, conferences, and seminars that enhance job-related skills.d. <i>Office Supplies:</i> Costs associated with purchasing office supplies necessary for duties.e. <i>Miscellaneous Expenses:</i> Other reasonable and necessary expenses incurred for business purposes with appropriate documentation.	Documentation Requirements: To be eligible for reimbursement, expenses must be supported by original receipts or other acceptable forms of documentation. The documentation should include: <ul style="list-style-type: none">a. Date of the expenseb. Description of the expensec. Amount of the expensed. Business purpose of the expensee. Name of the payeef. Receipts for expenses or statement of payment of expenses

<p>Approval Process: Delegates and staff, when possible, must obtain approval from the OTCC Executive Director before incurring any expense. Failure to obtain prior approval may result in non-reimbursement of expenses. The Executive Director will work in consultation with the OTCC Treasurer for expense approvals.</p>	<p>Submission of Expense Reports: Delegates and staff must submit completed expense reports, along with all required documentation, within 7 business days of incurring the expense. Late submissions may result in delayed reimbursement.</p>
<p>Reimbursement Methods: Reimbursements will be processed through either direct deposit or check issuance. Ensure that accurate bank account details are provided for direct deposit.</p>	<p>Compliance with Tax Laws: Delegates and staff are responsible for ensuring that their expense claims comply with applicable tax laws. The OTCC will not be held liable for any tax consequences resulting from non-compliance.</p>
<p>Expense Rejection: The OTCC reserves the right to reject reimbursement claims that do not comply with this policy. Incomplete or improperly documented claims will be returned to the Delegate and/or staff for correction and resubmission.</p>	<p>Policy Review: This policy will be reviewed annually to ensure its relevance and effectiveness. Any updates or changes to the policy will be communicated to all Delegates and staff.</p>



<p>This policy was originally drafted by the OTCC Rules Committee in November 2023. It was approved by the OTCC Executive Committee on December 12, 2023. It became effective on January 1, 2024.</p>			
<p>POLICY REVISION HISTORY</p>			
<p>Date of Revision</p>	<p>Revised by (author)</p>	<p>Final approval authority</p>	<p>Effective Date of Revised Policy</p>