

Policy No: D-3

Subject: Reimbursement Eligibility

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Effective Date: 1/9/16

Revision Date(s):

Review Date(s):

**Review Responsibility:** Budget Committee

**Policy Statement:**

The AASL Board of Directors may provide for the reimbursement of any director, officer or member for reasonable expenses incurred in carrying out any appropriate business of the Association.

**Focus:**

Primary: AASL Budget Committee

Secondary: AASL Board of Directors

**Purpose:**

To define eligibility for funding by AASL and guidelines for reimbursement of expenses incurred on behalf of AASL.

**Procedure:**

1. The AASL Executive Committee will be funded to attend AASL Executive Committee meetings that occur outside of the ALA Midwinter Meeting and ALA Annual Conference.
2. Committee chairs and members may be reimbursed for expenses associated with their respective committee work as determined through the Association's annual budget process.
3. The Association will reimburse pre-approved expenses incurred by any AASL member expressly related to association business, given that such activity has been at the request of the Board of Directors.
4. In instances in which timing does not allow a board vote to approve association business not covered under the annual budget, the executive director, president and treasurer may approve such endeavors and related expenses.
5. Questions about eligibility for funding/reimbursement should be directed to the Treasurer and communicated to the President and Executive Director.
6. If a dispute arises regarding reimbursement, the issue will be brought to the Executive Committee for decision.
7. Specific guidelines are outlined in Policy D-4.