



Oregon Juvenile Department Directors' Association
Representing Oregon's County Juvenile Departments

EXPENSE REIMBURSEMENT POLICY

Purpose

Outline the general and specific expenses that will be reimbursed to members, trainers, contractors, or others by OJDDA and define the procedures used for requesting reimbursement.

Policy

OJDDA authorizes by the annual budgeting process and/or specific action of the Board of Directors reimbursements for specific expenses or specific categories of expenses by members, trainers, contractors, or other on behalf of the association.

Purchases made on behalf of OJDDA require prior approval by the Officers, or treasurer if budgeted. Requests for reimbursement for purchases that were not pre-approved are reviewed by the treasurer and the Officers and may be denied.

Expense Reimbursement Procedures

Whenever an individual needs to make a purchase on the association's behalf, they must contact the treasurer first to see if the treasurer can make the purchase or use the association Debit Card for the purchase.

If an individual has been approved to make a purchase on the association's behalf and is seeking reimbursement they are to send an itemized receipt (details of the item purchases, date of purchase and amount of purchase) of the purchase to the treasurer. Only items that are to be reimbursed are to be on the receipt, not other personal items. Requests for reimbursement should be submitted as soon as possible after the purchase.

Travel, Meals and Lodging Reimbursement

Individuals who are authorized to travel in connection with services on behalf of OJDDA may be reimbursed for transportation, food and lodging expenses. Individuals include, but are not limited to: association members, trainers, and contracted staff.

Meals and Lodging are reimbursed at the General Services Administration (GSA) rates based on the primary destination. The treasurer or Officers may approve deviations from GSA rates.

Individuals authorized for travel reimbursements are to submit an OJDDA Per Diem Request form at least two weeks prior to date for meal per diem if wanting payment prior to actual date. Information for reimbursement should include dates requested, departure and return times, location, and which meals requested. The OJDDA Per Diem request form provides the current GSA meal and incidentals expenses. Individuals may secure their own lodging, based on the GSA rates, and request reimbursement on the OJDDA Per Diem request form or may contact the treasurer, at least two weeks prior, to pay for the lodging using the association Debit Card.

OJDDA Per Diem Requests forms may be faxed or mailed to the treasurer for payment.

Mileage Reimbursement

Reimbursement of mileage for use of a personal automobile to conduct association business may be authorized at a rate set by the board of directors. All reimbursement must be pre-authorized by the Association Officers or treasurer. Association trainers who are requesting the use of their own personal automobile must have their department director provide, in writing to the treasurer, that the use of a County owned automobile would cause a hardship to the department.

Approved reimbursement of mileage for use of a personal automobile is to be made on an OJDDA Per Diem Request form to the treasurer. Information should include the dates of travel, reason for travel, route taken (city to city) and total miles.

For purpose of mileage verification, the treasurer may use MapQuest, Google Maps or other widely accepted online geo-location tool to validate the distances between locations reported on the form.

OJDDA Per Diem Requests forms may be faxed or mailed to the treasurer for payment.