APPROVED BY THE BOARD ON 9/13/2025

UCGPC - Expense Policy

Purpose

This policy establishes procedures for requesting, approving, and paying organizational expenses to ensure proper stewardship of funds and compliance with nonprofit regulations.

Scope

This policy applies to all organizational expenses except travel grants and reimbursements, which are governed by a separate policy.

Approval Authority

Budgeted Expenses

- **Budgeted expenses under $500** can be processed by the Executive Director without notification of the Treasurer
    - Budget line item variances exceeding 20% require Treasurer notification.
- **Budgeted expenses above $500** can be processed by the Executive Director with prior notification in writing to the Treasurer
- **All new contracts incurring monthly expenses above $250** require written pre-approval from the Treasurer

Unbudgeted Expenses

- **Unbudgeted expenses under $200** can be processed by the Executive Director with prior notification in writing to the Treasurer
- **Unbudgeted expenses above $200** require written prior approval by the Treasurer.
- **Maximum single expense limit**: $1,000 without Executive Committee approval
- **Expenses exceeding $2,000** require Board approval
- **Emergency expenses**: Emergency expenses under $200 may be approved retroactively with the Treasurer notified within 48 hours.

Expense Categories Within Scope

- Office supplies, including merchandise and gifts
- Software subscriptions
- Communications (phone, internet, shipping)
- Consulting services
- Meals and staff travel

Documentation Requirements

Required for All Expenses:

- Copies of receipts or invoices for all expenses above $75 ($50 for meals, with itemized receipts)
- If notification or approval needed: brief business justification

Prohibited Expenses

- Personal expenses
- Alcoholic beverages (unless specifically approved)
- Political contributions or lobbying
- Any expense that violates IRS regulations for nonprofits

Credit Card Policy

- Organization's credit card(s) may only be used by the Executive Director and the Treasurer
- All credit card expenses require the same approval process as reimbursements
- Monthly credit card statements to be shared by the Executive Director and reviewed by the Treasurer
- Executive Director provides receipts for all charges above $75 within 15 days ($50 for meals, with itemized receipts)

Compliance

- Violation of this policy may result in disciplinary action
- Employees are responsible for understanding IRS regulations regarding business expenses
- Policy updated as needed by the Treasurer and submitted to the Board for review

Effective Date

This policy is effective 9/13/2025 and supersedes all previous expense policies.

Approval:

- Secretary: __________________ Date: _______
- Treasurer: _Melanie Girod___ Date: 9/13/2025