

Collegium Caidis

Policy – Reimbursement of Expenses

PURPOSE

To provide Collegium Caidis, a subsidiary branch of the Society for Creative Anachronism, Inc., a financial policy governing the reimbursement of expenses.

To define the expenses subject to reimbursement or payment and establish processing requirements for the Expense Reimbursement Request form.

SCOPE

Applicable to all individuals or institutions associated with Collegium Caidis.

This includes, but is not limited to, staff members, classroom instructors, S.C.A., Inc. branches and sites used for Collegium Caidis sessions.

STATEMENT OF POLICY

Expenses incurred by individuals in the course of Collegium Caidis business are reimbursed by Collegium Caidis, subject to the limitations and approval requirements established within this policy.

All expenses incurred by the individual must be paid by him/her personally and not invoiced directly to the Society for Creative Anachronism, Inc. or any of its subsidiary branches, including Collegium Caidis.

Reimbursement will only be made after the submission of a completed Expense Reimbursement Request to the exchequer of Collegium Caidis, accompanied by receipts or other documentary evidence. Requests for reimbursement must be submitted no later than 30 days after the session of Collegium Caidis for which the expenses were incurred or they may not be reimbursed.

Two members of the Collegium Caidis Finance Committee, usually the exchequer and the chancellor, will review all reimbursement request forms. All questions regarding the requested expense reimbursement must be resolved before the request will be approved and reimbursement issued.

Section IX, paragraph D, of the Society Financial Policy (approved 06/05/17) states “fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.” Variance to the requirement for receipts, allowing substitution of other cost documentary evidence, requires submission of a Variance from Policy request and its approval by two members of the Collegium Caidis Finance Committee, usually the chancellor and exchequer. Requests for variance must be submitted no later than seven days prior to the applicable session of Collegium Caidis.

A reimbursement request, or a request for variance from policy, from either the exchequer or chancellor will be reviewed by two other members of the Collegium Caidis Finance Committee.

APPLICATION OF POLICY

I. REIMBURSABLE EXPENSES

A. Classroom Expenses

Expenses incurred by an instructor for the class taught are eligible for reimbursement. This includes the cost of printing handouts, supplies used for presentations or given to students, food used in cooking classes, etc.

Since unused materials remain the property of the instructor, excessive expenditures will be reviewed and may be deemed not reimbursable or be subject to partial reimbursement.

B. Administrative Expenses

Expenses incurred by the Collegium Caidis staff in the performance of their duties may be reimbursed. Examples of these expenses include printing of forms and class catalogues, postage, food for the regents' lunch meeting, etc.

Site related expenses, such as occupancy or insurance, can be paid directly to the site or reimbursed to an individual or to the hosting S.C.A. branch.

If paid directly to the site, the site's invoice must be provided as support to the Expense Reimbursement Request (serving as a check request form).

If reimbursed to an individual or to the hosting S.C.A. branch, a receipt and the site's invoice must be provided as support to the Expense Reimbursement Request form.

II. NON-REIMBURSABLE EXPENSES

A. Classroom Expenses

Expenses incurred by the instructor researching or otherwise preparing a class are not reimbursable.

Expenses for classes canceled by the instructor will not be reimbursed.

B. Travel Expense

Travel and accommodation expenses will not be reimbursed except in the case of guest instructors as specified in section III.

Meals are not reimbursable.

III. GUEST INSTRUCTORS

A. Travel and Accommodations

To take advantage of skills and knowledge throughout the S.C.A., Collegium Caidis may invite individuals from other kingdoms, or from the Barony of Western Seas, to serve as guest instructors. This usually is limited to one guest instructor, or set of instructors teaching together, per session. Since these individuals are traveling from outside of the mainland part of the kingdom, travel and accommodation expenses will be reimbursed as follows.

1. Airplane tickets will be reimbursed for the invited guest instructor for coach travel only.
 - a. Guest instructors are encouraged to use the low cost carrier and to purchase tickets at least fourteen day prior to travel to minimize cost. Failure to use the low cost carrier or advance purchase may result in partial reimbursement of airline expense.
 - b. No reimbursement will be made for family members or friends traveling with the guest instructor.
 - c. No reimbursement will be made for free promotional tickets or those procured through the redemption of mileage points.
2. Travel by rail or by bus is an option open to guest instructors and will be reimbursed in lieu of an airplane ticket.
 - a. The cost of the train or bus ticket must be of comparable price to the low cost airplane ticket as detailed above.
 - b. Meals and accommodations while in route will not be reimbursed.
 - c. No reimbursement will be made for family members or friends traveling with the guest instructor.
 - d. No reimbursement will be made for free promotional tickets or those procured through the redemption of mileage points.
3. Two nights of accommodation at a hotel near the site of the Collegium Caidis session will be reimbursed for a guest instructor.
 - a. The guest instructor may choose his/her own hotel. However, the room cost submitted for reimbursement must be within 10% (excluding taxes and fees) of a low cost hotel of acceptable quality in the area.
 - b. Guest instructors teaching together are expected to share a room.
 - c. Additional room cost for family members or friends of the instructor will not be reimbursed.
 - d. Expenses not directly related to the cost of the room will not be reimbursed, e.g. telephone, internet connection charges, and room service.

IV. VARIANCE FROM POLICY

Some S.C.A. members buy supplies in quantity for either their business or their personal use. When asked to teach at Collegium Caidis, these individuals find it cost effective to provide class materials from their stock on hand rather than purchasing the small quantity needed for a class. The original purchase of supplies may have occurred in the past and a receipt cannot be provided for reimbursement of class expenses in accordance with S.C.A. policy. A variance to this policy may be requested.

This variance is applicable for only the class named on the form given at the session of Collegium Caidis on the specified date. A separate form is required for each class.

The following conditions must be met before reimbursement of expenses will be made.

1. A completed Variance from Policy request form has been submitted to the Collegium Caidis exchequer at least seven days prior to the applicable session of Collegium Caidis and has been approved by both the exchequer and the chancellor of Collegium Caidis.
2. Receipts are provided with the reimbursement request for all new expenses, both supplies and printing.
3. For supplies provided by the instructor from previously purchased stock, a copy of the original receipt is provided in lieu of the original receipt when possible.
4. For supplies provided by the instructor from previously purchased stock when no receipt is available, adequate documentation is provided supporting the expenses for which reimbursed is requested. This documentation must be in the form of copies of the appropriate current catalog pages showing prices and/or a price list highlighted to indicate the cost and including the date the catalog was published, calculations of cost per unit, calculations for the quantity of each item used for the class, and the total cost per item.
5. The variance request form must be signed by the instructor signifying agreement with the conditions specified on the form.

The original (not photocopy) signed Variance from Policy request form must be attached to the Expense Reimbursement Request form when submitted for processing.

V. PROCESSING OF EXPENSE REIMBURSEMENT REQUESTS

- A. Completed Expense Reimbursement Request forms, with the required documents attached, are submitted to the exchequer for Collegium Caidis.
- B. Requests for reimbursement must be submitted no later than 30 days after the session of Collegium Caidis for which the expenses were incurred or they may not be reimbursed.
- C. The reimbursement requests are reviewed and approved by two members of the Collegium Caidis Finance Committee. No member of the Finance Committee may approve his/her own request.
- D. The exchequer of Collegium Caidis processes payment.

END