



UCWDC® FINANCIAL PRACTICE No. 2 Reimbursement of Authorized Expenses

Version 1.1

Date	Created by	Checked by	Approved by	Effective date
April 1, 2004	Sherry Tovell		General Council	April. 2004

REVISIONS					
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June 24, 2019	Tim Perez	F.O. Committee	F.O. Committee	June 24, 2019	1.1



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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The UCWDC is registered in the state of Pennsylvania as a 501(c)(3) organization.

This Finance Practice governs the reimbursement of expenses to officers and other individuals who incur expenses directly related to Council business. In most cases, expense reimbursement must be pre-approved. However, in unique cases, and with proper approvals, expense reimbursement may be authorized after the fact.

1.2 Reference

This Financial practice is in reference to Financial Practice No. 1

2. PRACTICE

1. Several Council officers are allowed reimbursement for reasonable and actual office expenses (ref. Finance Practice No. 1). In such cases pre-approval has already been established. Officers shall submit expense reimbursement requests to the Treasurer in accordance with Article 2.2 of this policy.
2. Requests for reimbursement must be documented in writing and submitted to the UCWDC Treasurer at the current, designated Treasurer's address. Such requests shall include a summary of all items for which reimbursement is requested (reference Exhibit "A" to this Practice, Expense Reimbursement Form) and original versions or photocopies of all receipts.
3. When properly authorized by the UCWDC President, reasonable and actual travel expenses, non-recurring wages, Council-owned equipment costs, or any legitimate expenses other than those listed in Finance Practice No. 1, shall be reimbursed when submitted per Article 2.2 of this policy. Proper authorization shall be documented by letter, facsimile or email from the President to the Treasurer prior to reimbursement, a copy of which shall be submitted with the expense reimbursement request.
4. In addition to authorization by the President, any reimbursement exceeding \$2,000 must also be authorized by the Financial Oversight Committee and documented by letter, facsimile or email prior to disbursement.
5. The Treasurer shall maintain a filing system by calendar year for all submitted requests for reimbursement.

END OF FINANCIAL PRACTICE



UCWDC Reimbursement Form

Name: _____

Date: (mm/yyyy) _____

Mailing Address: _____

Pre-Approval: Yes No

Note: All receipts and corresponding documents must be submitted with Expense Claim Form

Email Address: _____

GENERAL EXPENSES

Expense	Date (mm/yyyy)	Cost	Tax	Total
Total				

GIFTS

Gift	Date (mm/yyyy)	Cost	Tax	Total
Total				

ENTERTAINMENT including MEALS

Entertainment	Date (mm/yyyy)	Cost	Tax	Total
Total				

TRAVEL

Travel	Date (mm/yyyy)	Cost	Tax	Total
Total				

TOTAL

FOR OFFICE USE ONLY

Notes:	Reimbursement Type	
	Check	
	Quickpay	
	Wire Transfer	

Please submit all completed forms, receipts and corresponding documents to the UCWDC Treasurer