

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER***

Policy: B03
Title: Expense Approval

Date Approved by the Board of Directors: February 10, 2009

Last Reviewed:

Most Recent Revision:

Effective Date: February 10, 2009

Policy: Signatory approval for each invoice or request for reimbursement processed by the Treasurer of HFMA will be required. Signatory approval will be at the following levels:

- Board Liaison – up to \$1,000
- Board Officer – from \$1,001 to \$2,500
- Board President – \$2,501 and up

At the mutual consent of all of the Officers, these limits may be waived.

A listing of allowable reimbursable expenses is contained on addendum A. All potential purchases or other expenses should be approved prior to being incurred. Items which were not preapproved may not be reimbursed and payment of such would be the responsibility of the individual that incurred the expense.

- All contracts must be signed by the President. In the event the President is not available to sign, the President-Elect may sign.
- Contracts for the upcoming year's New Jersey Annual Institute and Leadership Training & Planning Meeting will be signed by the President-Elect.

Purpose: This policy is created to ensure expenditures paid are for purposes of conducting business for HFMA-NJ Chapter and to provide appropriate accountability.

Procedure: If the Chapter Administrator or Treasurer receives an invoice, the invoice will be forwarded to the responsible Committee Chairperson. The Committee Chairperson will obtain the appropriate signatures on the invoice and/or prepare a reimbursement request form for proper signatures. Once approvals are obtained, the invoice/reimbursement request is to be forwarded to the Treasurer for payment. This approval process may be accomplished via e-mail.

When a Committee Chair receives an invoice or request for reimbursement, appropriate approval levels must be obtained. The invoice or request for reimbursement is to be forwarded to the Treasurer for payment. This approval process may be accomplished via e-mail.

Should the President or Treasurer require reimbursement of approved expenses, payment authorization must be obtained by another Board Officer.

Addendum A

Reimbursable Expenses

The NJ Chapter of HFMA will reimburse members, committee chairpersons, and board members for out-of-pocket expenses incurred in relation to chapter sponsored events or while on chapter authorized business. All potential purchases or other expenses should be approved prior to being incurred.

Examples of reimbursable expenses shall include:

- Travel, transfers, meals, and lodging related to HFMA National sponsored events
- Meals and lodging related to NJ HFMA sponsored events as authorized by the board of directors or by policy
- Incidental event related supplies and services with prior board liaison or officer authorization
- Previously approved speakers' fees



EXPENSE REIMBURSEMENT/PAYMENT REQUEST

DATE

Payee/Vendor

SSN or TIN*

Address

City/State/Zip

Phone

Event/Committee:

DESCRIPTION	AMOUNT
Honoraria:	<input style="width: 95%; height: 20px;" type="text"/>
Registration:	<input style="width: 95%; height: 20px;" type="text"/>
Travel:	<input style="width: 95%; height: 20px;" type="text"/>
Lodging:	<input style="width: 95%; height: 20px;" type="text"/>
Other:	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
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<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

(RECEIPTS AND/OR INVOICES MUST BE ATTACHED)

TOTAL

Authorized Signatures:

Board President	Board Officer	Board Liaison	Requested By
> \$2,500	Up to \$2,500	Up to \$1,000	

*** Required if payment exceeds \$600.00 in honoraria, rents, prizes, or other income payments**