

POLICY STATEMENT BY THE WSFC - All vouchers presented for payment which fall within the budgeted amounts and clearly meet the accepted standard procedures shall be approved and paid by the State Treasurer without reference to the President and of the Executive committee. Those which the Treasurer questions as not clearly meeting the standard procedures or "which exceed the budgeted amounts" will be referred to the State President for final approval or disapproval.

DEFINITION OF WSFC BUDGET ACCOUNTS

ACCOUNT EXPENSE COVERED

President, Secretary & Treasurer	Travel
V.P., Dist. V.P.'s & IPP	Travel & Administrative Costs
Committee Chairs & Representatives	Travel to District Meetings & Adm. Costs
Internet Committee Chair (Webmaster)	Travel & Administrative Costs, ISP Fees and Software
Executive Committee/Board	Travel, lodging & meals to Board Meetings for Officers & others the President has requested to attend
Nat'l. Convention Account (President)	Travel & Subsistence to the Nat'l. Convention
Membership Recruitment & PR Plans	Reimbursement to Chapters per established rules and distribution
Service Centers	Supplies, Phones, Parking, and other costs for volunteers' travel to & from the Service Center
Office & Miscellaneous	Administrative Costs to the President, Secretary, Treasurer and general office expense including cards and stationary for all officers. All Adm. Costs for Convention Committees
Contingency	For special projects and unanticipated expenses
State Convention	Travel, lodging, and meals for Elected Officers, appointed Chairs if participating in Convention.
Federal Reporter & Editor	All Administrative Costs to publish the number of issues determined by the Executive Committee. Editor's travel expenses
Mandatory Expenses	Bylaws mandated computer rental expenses for the Secretary and Treasurer
Host Chapter Convention Advance	Bylaws mandated expense for the Host Chapter/s for hosting the Convention
Senior Lobby Contribution	Direct dollar contribution for support
Carry-Over Budget	Dollar amount to be used for any carry-over expenses for the current budget
National Committee Conference	Dollar amount distributed to members to attend a conference according to the procedures.
NARFE-PAC Chair	All Administrative Costs
Pre-retirement Seminars	Administrative costs and travel expenses for Pre-retirement seminar coordinator(s) to assist a chapter in planning and conducting an initial pre-retirement seminar.

- A. Public Transport includes airplane, bus, train, and taxi fares and parking fees. Reimbursement request must be accompanied by receipts or other proof of fare purchase and fees payment.
- B. A request for the reimbursement of telephone calls shall be accompanied by a copy of the telephone bill.
- C. Requests for the reimbursement of small expenditures (copies, office supplies, etc) shall be accompanied by copies of cash register receipts or other proof of expenses for copies.
- D. The guidelines set forth in "Definition of Accounts", adopted 10/23/97, including any and all subsequent revisions, will be used to determine what expenses can be charged to any particular budget account.
- E. Amounts in excess of the funds actually budgeted for an account or a variance from the amount outline may be submitted to the Executive Committee.

SUGGESTIONS FROM YOUR TREASURER

1. If you use other than a direct route to & from a particular point and you are requesting reimbursement for mileage, please note that there was a deviation in travel and whether it was for personal reasons or NARFE business. Otherwise it will look like you are claiming too much mileage.
2. Requests for reimbursement of Recruiting Costs shall be approved by the Federation Membership Chair.
3. Request for reimbursement of Public Relations Costs shall be approved by the Public Relations Chair.
4. Requests for reimbursement of Service Center Costs shall be approved by the Federation Service Officer.