



**POLICYIES AND  
PROCEDURES:  
EXPENSE REPORTS**

**EXPENSE REPORTS**

Members of the Sacramento Association of Health Underwriters who incur expenses on behalf of the Association (SAHU) are entitled to be reimbursed for those expenses under the following conditions:

1. The expenses are included in the current fiscal budget or approved by a majority vote of the Board of Directors
2. The expenses for any particular member have been pre-approved for that specific occasion.
3. The member submits a completed and signed Expense Reimbursement Request with receipts attached.
4. The Expense Reimbursement Request with receipts is received within 60 days of the event for which expenses were incurred.
5. If the Expense Reimbursement Request is received after sixty days of the event for with expenses were incurred, it will not be honored without approval by the Treasurer and President of SAHU, and only under extraordinary circumstances.
6. No expenses will be reimbursed without a receipt unless a written explanation accompanies the Expense Reimbursement Report, and it is approved in writing by the Treasurer and President of SAHU.