

Monthly Invoicing & Reimbursement Policies

WPO pays all Chapter Chairs through our online system, Bill.com. ***You must submit through our online system for payment and reimbursement with your receipt and an accompanying invoice.*** For assistance with invoicing, please contact the WPO Bookkeeper.

Chapter Chairs must submit an invoice for their facilitation fees on a monthly basis.

With your monthly invoice, please include the following:

- Approved meeting expenses and accompanying receipts (see below)
- Your monthly agenda
- A membership roster or attendance sheet with a list of all member names

The Organization will pay all undisputed invoices for fees and expenses (including receipts for all expenses) within thirty (30) days from the date the invoice is received by the Chapter Chair Manager.

Approved Expenses:

*All other expenses require **prior** approval in writing from the organization. Contact the Chapter Chair Manager with questions.

- **Conference and in-person training expenses:**

- Flights: Round trip economy class travel from home city to the location of the Organization's event. All flight costs must be approved before booking by the Chapter Chair Manager
- Accommodations: Shared accommodations will be covered at the WPO Host Hotel, unless otherwise stated by the Organization.
- Meals: The Organization does not cover meals when a meal is held as part of the day's events. The Organization does cover meals when travel is occurring (i.e. at the airport or during a drive) and the maximum reimbursable amount for meals is as follows:
 - \$15 USD for breakfast
 - \$25 USD for lunch
 - \$35 USD for dinner

- **Monthly meeting expenses:**

- Meeting supplies (i.e. cost of copies/name tents)
- Mileage: at the IRS standard rate
- Refreshments: Our preference is for a sponsor to cover the cost of all meeting refreshments. However, if no sponsor can be secured, the Organization may be able to provide up to \$25 USD/head for light refreshments. Please contact the Chapter Chair Manager about this expense.
- Zoom: If the chapter needs to meet via Zoom for safety or other concerns, the Organization will cover the cost of the standard Zoom pro account, which is about \$15 USD/month (subject to change).

- **Retreats**

- Retreats are optional for chapters. If the chapter decides to do a retreat, the organization will reimburse the Chapter Chair for the following expenses, once per year per chapter:
 - One night of Chapter Chair's hotel accommodations at a maximum amount of \$500 USD for the one night
 - Mileage at the US federally approved rate or round trip economy class airfare to and from the Chair's hometown and retreat location.
 - Meal expenses on travel days (i.e. at an airport or during a drive) at the following maximum amounts based on meal type:
 - \$15 USD for breakfast
 - \$25 USD for lunch
 - \$35 USD for dinner
- If the retreat replaces a monthly meeting, WPO can contribute to one group meal for a maximum of \$25 USD per head.
- Yearly allocations can be used for any group learning or bonding activities during the retreat.