

The right Door for Hope, Recovery and Wellness

Chapter Title Fiscal	Chapter # F		Subject # 231.1
Subject Title Board Per Diem and Other Expense Payments	Adopted 1/21/05	Last Revised 4/7/17	Reviewed 3/15/05; 4/20/10; 2/24/14; 3/24/15; 4/7/17

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

A process is established ensuring that only authorized per diem payments are made to board members and others who may serve on agency committees and for reimbursement of approved related expenses.

2.0 Documentation

2.1 Requests for per diem payments, mileage, and other expenses must be submitted on appropriate forms to Board Chairperson or CEO.

3.0 Approval

3.1 The Board Chairperson shall review and approve for payment any expenses submitted by board members.

3.1.1 Verification of meeting attendance shall be ascertained from signed meeting attendance sheet.

3.1.2 Documentation shall accompany requests for payment of related expenses.

3.2 The CEO shall review and approve for payment any expenses submitted by committee members who are not board members.

3.2.1 Verification of meeting attendance shall be ascertained from signed meeting attendance sheet.

3.2.2 Documentation shall accompany requests for payment of related expenses.

4.0 Payment Limits

4.1 Payment of per diems shall be at the rates established for the agency by The Right Door for Hope, Recovery and Wellness Board.

5.0 Reconciliation of Payments

5.1 The Chief Financial Officer or designated staff shall perform periodic reconciliation of payments to attendance information in meeting minutes.

Robert S. Lathers, Chief Executive Officer	Date		