

California Creativity Association

Reimbursement Policy and Procedures

Version 1.1
Effective: 9/7/2019

Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), provides reimbursements to volunteers carrying out various roles at its events and activities. This policy standardizes and regulates reimbursements for Affiliate-level expenses for CalDI sponsored events.

Policy statement

This policy standardizes and regulates the reimbursement that will be offered by CalDI (1) for Affiliate Appraisers, ACMs, Regional Directors (RDs), CalDI Staff and Board Members who attend and work the Affiliate Tournament and other Board approved, affiliate-sponsored events and (2) for others who request and obtain pre-approval for appropriate CalDI expenses.

Definitions

Affiliate Challenge Master (ACM): Person(s) charged with overseeing their Challenge or area of responsibility on the Affiliate level.

Affiliate Appraiser: Certified Appraisers that serve as Appraisers at the Affiliate Tournament.

Affiliate Tournament Staff (ATS): Person(s) charged with overseeing an area of responsibility at the Affiliate level.

Executive Director (ED): Person in charge of administering the Destination Imagination Program in California.

Board of Directors Members (Directors): Person(s) that currently serve on the CalDI Board of Directors.

Regional Director (RD): Person(s) in charge of the Destination Imagination Program in one of CalDI's Regions.

Detailed policy statement

- Reimbursements for Affiliate Expenses will be made only for those expenses that are covered by CalDI's annual budget. If an expense is expected and/or occurs which exceeds the budget, treat this as a variance to the budget and bring it to the Board for consideration and approval.
- Tournament related expenses will be overseen by the Executive Director and must be submitted on CalDI's Expense Reimbursement Form. All expenses are reviewed and approved by the Executive Director before payment.
- Reimbursements from the Affiliate Treasurer may be made to an ACM, the ED, a Director, an ATS, an RD, or an Affiliate Appraiser for actual expenses incurred as part of training, appraising, tournaments, challenge expenses, and administering the CalDI program.

- Reimbursements may also be made to any person not listed in the groups above for an appropriate expense who requests prior approval from the ED, in writing.
 - RDs may be reimbursed for actual expenses incurred when attending the annual RD meeting.
 - CalDI may reimburse Affiliate Appraisers for a maximum amount set in the budget and approved by the Directors annually. This is to help Appraisers cover actual expenses incurred for one night of Affiliate Tournament room accommodations.
 - To be reimbursed, the individuals noted above will:
 - Use Reimbursement Forms provided by or approved by the CalDI Treasurer.
 - Attach original receipts with reimbursable items clearly marked.
 - Submit forms in a timely manner. All reimbursement requests must be submitted to the CalDI Treasurer or Accountant by July 31st of each program year.
 - Should an individual choose to donate a portion of their expenses to CalDI, they should go through the same process that is used for reimbursement, but send copies rather than original receipts to the CalDI Treasurer. The CalDI Treasurer will issue documentation of the donation to the donor for their records.

Applicability and Compliance

This policy applies to RDs attending the RD meeting and ATS, Affiliate Appraisers, ACMs, the ED, and Directors who act in an official capacity at a CalDI sponsored event.

This policy may also apply to any other person who has specific pre-approval by the ED of an expense for reimbursement.

Non-compliance to the above guidelines may result in delay or denial of the reimbursement request.

Contact for policy interpretation, help, and problem resolution

Executive Director or Affiliate Treasurer

Implementation procedures

This policy and the procedures will be implemented beginning with the 2017-18 DI Season as continuation of parts of past policies, procedures, and practices.

Related policies and references for further information

1. [Reimbursement Request Form](#)
2. [ACM Policy and Procedure](#)
3. [Appraiser Policy](#)

Revision History

Version	Date	Changes
1.0	11/6/2017	Initial release - Approved by California Creativity Board. Based on parts of the ACM Policy, Policy Template, and standard checklist.
1.1	9/7/2019	Approved by California Creativity Board. Added wording to cover “tournament and challenge expenses” as suggested by Doug. Accommodate other reimbursement requests.