

Insurance

1. The EO will carry an insurance rider for general liability for each of its regional meetings for which the expense will be incurred by the ARM being insured on its accounting line on SBL's financials.

Registration

1. Each RC must sign an Information Security Policy and adhere to the rules governing the handling of sensitive customer information that is obtained during the registration process as stated therein. If any question arises about compliance, the RC should contact the EO.
2. Each RC must maintain itemized documentation on all registrants.
 - a. A final list of registrants should be sent to the EO at the conclusion of each meeting (see Reporting below).
 - b. All onsite registration revenue, including cash, must be sent to the EO for processing. Cash from onsite registrations cannot be kept against a RC's expenses.

Reporting

1. Each ARM may request from the Society's EO a statement of financial activity and account balance at any time. Statements as a rule will be sent out on the following schedule:
 - a. Prior to a regional meeting, the EO will send a statement of financial activity and account balance (six weeks in advance of an ARM's meeting).
 - b. After a regional meeting, the EO will send a statement of financial activity and account balance. As a rule this will be completed 4-8 weeks following the meeting. All paperwork needs to be received, expenses need to be paid, and time allowed for reconciliation.
2. Each ARM will file documentation immediately following the meeting (within four weeks) with the EO that includes the following information:
 - a. Call for papers
 - b. Final meeting program
 - c. One-page program report (for possible use in SBL member updates)
 - d. Registration list (including registrants' full name, institution, organizational membership, and registration type (e.g., student))
 - e. Registration statistics (e.g., total number of registrants, percentage of student registrants)
 - f. Itemized documentation showing incoming and outgoing expenses

Expense Payment and/or Reimbursement General Questions

1. **Where is the request for reimbursement or payment of an expense sent?** To the Associate Director of Programs at the EO.
2. **What if the expense is to be paid by more than one region?** Decide which region will pay the full expense and then invoice the other region(s) for their portion.
3. **When are checks processed?** Checks are cut at EO normally once a week, normally on Thursday i.e. a request for payment on Friday will normally be paid the following Thursday.
4. **Who can approve an expense(s)?** Only the regional coordinator can approve an SBL regional expense. It is the regional coordinator's responsibility to ensure the region has funds on SBL's books to meet their region's expenses, even if that region also has a treasurer. The responsibility falls to the regional coordinator.
5. **Should I have questions or concerns about a payment who is the contact person?** The Associate Director of Programs

Expense Payment and/or Reimbursement Procedures

1. Procedure for Regions with sole responsibility for payment of expenses incurred

- a. **Reimbursement for expenses already incurred by an individual** (e.g., through use of a personal credit card, check, or cash) should be submitted to the EO for reimbursement and include the following:
 1. Receipts for all reimbursement(s)
 2. Descriptions of expense(s) for coding purposes, e.g., food/beverage, registration, travel, etc.
 3. Approval by Regional Coordinator
 4. Request reimbursement by sending an email and attaching a scan of necessary documentation, followed up by mailing hardcopy; or by mailing all documentation and then alerting EO by email that a request is in the mail.
- b. **Payment for expenses not already incurred to be paid by check**
 1. Submit an invoice at least two weeks prior to the due date
 2. Descriptions of expense(s) for coding purposes, e.g., food/beverage, registration, travel, etc.
 3. Approval by Regional Coordinator
 4. EO will issue payment to vendor
- c. **Payment for expenses not already incurred to be paid by EO Credit Card**
 1. Each usage of EO Credit Card must be approved by EO.
 2. Send request normally no less than four weeks in advance of date on which the charge would be applied. A hotel or other company typically requires a preauthorization form to be filled in that authorizes payment on a given card. Obtain the preauthorization form and send it to the EO for completion.
 3. Descriptions of expense(s) for coding purposes, e.g., food/beverage, registration, travel, etc.
 4. Approval by Regional Coordinator
- d. **For unexpected or emergency expenses**, please contact the EO immediately. The EO will work with you to handle the expenses.

2. Procedure for Regions with shared responsibility with another region(s) and/or organization(s) for payment of expenses incurred.

- a. **Shared invoice expenses must have all necessary approvals.** Each region(s) and/or organization(s) paying a portion of an expense must have someone authorize the payment. Only an SBL regional coordinator may signoff for approving a shared invoice expense on behalf of an SBL region.
- b. **Decide which organization will make payment and invoice other organizations** for their portion of the expense.
- c. **Submit expense to one region/organization for payment**
- d. **Reimbursement for expenses already incurred by an individual** (e.g., through use of a personal credit card, check, or cash) that are shared expenses should be submitted to one of the regions/organizations responsible for payment of expenses and include the following:
 1. Receipts for all reimbursement(s)
 2. Descriptions of expense(s) for coding purposes, e.g., food/beverage, registration, travel, etc.

3. Provide documentation designating amount of expense(s) each region/organization(s) is responsible to pay and how the expenses were allocated (e.g., based on registrations of each organization). The EO will review such documentation and method of allocation.
 4. Approval by each region/organization for which a portion of reimbursement has been requested.
 5. The region/organization making full payment will invoice the other regions/organizations for reimbursement of their portion of expense, providing all relevant documentation.
- e. ***Payment for expenses not already incurred to be paid by check*** that are shared expenses should be submitted to one of the regions/organizations responsible for payment of expenses and can be handles as follows:
1. Submit an invoice at least two weeks prior to the due date
 2. Provide descriptions of expense(s) for coding purposes, e.g., food/beverage, registration, travel, etc.
 3. Provide documentation designating amount of expense(s) each region/organization(s) is responsible to pay and how the expenses were allocated (e.g., based on registrations of each organization). The EO will review such documentation and method of allocation.
 4. Approval by each region/organization for which it is their regions responsibility to pay a portion of total amount owed.
 5. The region/organization making full payment will invoice other organization(s) for reimbursement of their portion of expense, providing all relevant documentation.

For example, a regional meeting involving the SBL and AAR incurs a \$5,000 expense to be split equally by the organizations. The expense with aforementioned documentation and explanation for allocation could be submitted to either the SBL or AAR Executive Office. If submitted to SBL, the SBL Executive Office would settle the bill and obtain payment from AAR for its portion of the expense.

- f. ***Payment for expenses not already incurred to be paid by credit card*** that are shared expenses should be submitted to one of the organizations responsible for payment of expenses and can be handles as follows:
1. Each usage of EO Credit Card must be approved by EO.
 2. Send request normally no less than four weeks in advance of the date on which the charge(s) would be applied. A hotel or other company typically requires a preauthorization form to be filled in that authorizes payment on a given card. Obtain the preauthorization form and send it to the EO for completion.
 3. Provide documentation designating amount of expense(s) each region/organization(s) is responsible to pay and how the expenses were allocated (e.g., based on registrations of each organization). The EO will review such documentation and method of allocation.
 4. Approval by each organization's Regional Coordinator for which it is their regions responsibility to pay a portion of total amount owed.
 5. The regional organization providing credit card will invoice the other organization(s) for reimbursement of their portion of the expense, providing all relevant documentation.

Federal and state taxes

1. Each SBL Annual Regional Meeting (ARM) is an additional meeting on SBL's financials and is therefore a part of SBL's yearly audited financials and 990 reporting.