



NLPOA

NATIONAL LATINO PEACE OFFICERS ASSOCIATION

CALIFORNIA STATE CHAPTER

Standard Operating Procedure

Procedure: Executive Board Reimbursable Expenses

Number: SOP O4

Authority: NLPOA California State By-Laws - Article VIII and Article III

Effective Date: March 25, 2017

Revises Previous Date: N/A

Summary:

The Board of Directors shall determine reimbursements for travel expenses and expenditures consistent with the promotion of the association. Reimbursements will not be guaranteed, but subject to the amount of monies available and approved for such expenditures by the Executive Board.

Section I

Executive Board Members may receive reimbursements for travel expenses and expenditures consistent with the promotion of the Association. Reimbursement limits shall be determined by a two thirds majority of the Executive Board present and recorded in the minutes of the first meeting each calendar year. Reimbursements for travel must first be approved by the executive board and shall not be advanced or dispersed until an Expense Report and receipts are received by the State Treasurer.

Section II

The President of the Executive Board has the authority to spend up to four hundred dollars (\$400.00) per calendar year as funds are available, in the managing of the business functions of the State Association without approval as hereon mentioned. However, immediately after said expense is incurred, the President shall make a written report to all Executive Board members and submit receipts and documentation to the State Treasurer. No expenses shall be reimbursed without written documentation and receipts.