



Policy Title	Reimbursements for Board of Directors
Policy Number	CPCNH-2023-01
Effective Date	Original: 1/31/23

PURPOSE

To establish the standard procedures relative to expenses incurred by members of the Community Power Coalition of New Hampshire (CPCNH) Board of Directors in the performance of their duties. In general, costs are associated with attendance at CPCNH Board and Committee meetings and CPCNH events, and representing CPCNH at legislative and regulatory proceedings, conferences, and other meetings that are not otherwise reimbursed.

POLICY

I. REIMBURSABLE EXPENSES

A. Travel within New Hampshire

The primary costs incurred related to participation in Board and Committee meetings, legislative and regulatory proceedings, conferences, meetings, and other events within New Hampshire for the purposes of performing duties related to CPCNH are associated with mileage and parking or public transit expenses.

Travel expenses to attend out-of-town Board and Committee meetings and legislative and regulatory proceedings that CPCNH is participating in do not require authorization and will be reimbursed upon request and at cost. Travel to other events, conferences, or meetings should be authorized by the Board Chair or Treasurer.

B. Travel outside of New Hampshire [for future consideration]

II. REIMBURSEMENT METHODOLOGY

CPCNH will reimburse mileage costs for out-of-town travel at the then current standard U.S. General Services Administration (GSA) rate. The mileage can be calculated from an on-line mapping application showing the route taken from Board member's place of origin (e.g., home, place of business, or municipal offices) to the meeting or hearing location and can be doubled for round trips.

Parking will be reimbursed at cost and requires receipts. Receipts are generally not available for public transit and are not required for reimbursement.



II. REIMBURSEMENT PROCEDURES

A. Expense Claim Form

All claims for reimbursement shall be prepared on a CPCNH Expense Claim Form and include an itemization of expenses, provide a brief explanation of the purpose of the event, and shall include original receipts as required. A print-out, PDF or screen shot of on-line mapping software output that shows the route and mileage of a trip may be attached to the Claim Form to substantiate the vehicle miles driven.

B. Timely Submission of Claims

All claims for reimbursement shall be submitted using the Expense Claim Form spreadsheet in the Expense Report shared folder no longer than 60 days after the event or travel on behalf of CPCNH emailed to fincom@cpcnh.org and copied to excom@cpcnh.org.

C. Approval by Chair and Treasurer

All claims for reimbursement shall be submitted to the Chair of the Board and Treasurer for approval. For claims for reimbursement by the Chair or Treasurer, the Vice Chair shall substitute in the approval for the person seeking reimbursement.

Attachment: Expense Claim Form

Community Power Coalition of New Hampshire
Board of Directors - Expense Reimbursement Claim Form for CY 2023

NAME:

PURPOSE OF EXPENSES CLAIMED: Reimbursement of mileage associated with CPCNH

MILEAGE EXPENSES, 2023 GSA mileage rate is 65.5 cents per mile

DATE	FROM	TO	Round Trip?	# of miles	AMOUNT 65.5¢/mile	PURPOSE
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
SUBTOTAL					\$ -	

OTHER EXPENSES (parking or public transit)

DATE	EXPLANATION OF EXPENSE	AMOUNT	PURPOSE
SUBTOTAL		\$ -	

TOTAL AMOUNT CLAIMED \$ -

I certify that this claim is a true record of expenses incurred on official business for the Community Power Coalition of NH, and that I am not receiving reimbursement of this expense from my municipality or otherwise.

Director/
Alternate
Signature: _____

Date: _____

Treasurer
Approved: _____

Date: _____

Board Chair
Approved: _____

Date: _____