



We need to help... We just HAVE to help!

It's in our souls. Be the LIGHT that helps others see

Joseph Ryan
Ceo and Founder

Heaven-Sent Community Services and Veterans
Assistance

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<https://heaven-sent-veterans-outreach.org>

Expense and Reimbursement Policy

Heaven-Sent Community Services and Veterans Assistance, Inc.

1. Purpose

The purpose of this Expense and Reimbursement Policy is to ensure that Heaven-Sent Community Services and Veterans Assistance, Inc. (the “Organization”) uses funds wisely, maintains proper financial controls, and reimburses reasonable and necessary expenses incurred on behalf of the Organization. This policy applies to Board members, staff, and volunteers who incur approved expenses while carrying out Heaven-Sent business.

2. Who Is Covered

This policy applies to:

- Board members
- Employees (if applicable)
- Volunteers

All are referred to in this policy as “personnel.”

3. General Principles

- Only **reasonable, necessary, and mission-related** expenses will be reimbursed.
- All expenses must be **pre-approved** by the Executive Director (or designee), or by the Board Chair for Board member expenses.
- Adequate **documentation and receipts** are required for reimbursement.
- Reimbursements will be made by check or other approved method after expense reports are reviewed and approved.

4. Allowable Expenses

Examples of expenses that may be reimbursed when pre-approved:



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- Travel to approved meetings, trainings, outreach, or events on behalf of Heaven-Sent (mileage, parking, tolls, public transit).
- Lodging for pre-approved overnight travel related to Organization business.
- Meals during pre-approved travel or all-day events (within reasonable limits).
- Program supplies purchased for approved ministry or outreach activities.
- Printing, postage, and communication costs related to Organization business.

The Organization reserves the right to deny reimbursement for any expense that is not pre-approved, not reasonable, or not clearly related to Heaven-Sent's mission.

5. Non-Reimbursable Expenses

The following types of expenses will **not** be reimbursed:

- Personal expenses not directly related to Heaven-Sent business.
- Alcoholic beverages.
- Fines, penalties, or traffic tickets.
- Upgrades to luxury or first-class travel or lodging.
- Entertainment or recreational activities unless specifically approved for an event.
- Expenses for spouses, family members, or guests who accompany personnel.

6. Pre-Approval Requirements

- All planned travel (including mileage over a modest local amount), lodging, and major purchases must be approved **in advance** by the Executive Director or Board Chair.
- Pre-approval may be given in writing (email is acceptable) and should be attached to the reimbursement request whenever possible.

If an expense is incurred without pre-approval, the Organization may choose not to reimburse it.



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7. Documentation and Receipts

To be reimbursed, personnel must:

- Complete an **Expense Reimbursement Form** (or similar form approved by the Organization).
- Provide **itemized receipts** for all expenses over a set minimum (for example, 25 dollars).
- Ensure receipts show: vendor name, date, description of goods or services, and total amount including tax and tip (if applicable).
- For mileage, record the date, starting point, destination, purpose of the trip, and total miles.

Credit card statements alone are not sufficient documentation; itemized receipts are required.

8. Mileage and Travel

- Mileage for use of a personal vehicle on Heaven-Sent business may be reimbursed at a rate set by the Organization (for example, up to the current IRS charitable mileage rate).
- Personnel are expected to choose **cost-effective** travel options (most direct route, economy class, shared rides when possible).
- Parking and tolls related to approved travel may be reimbursed with receipts.

9. Submission and Deadlines

- Expense Reimbursement Forms and receipts should be submitted **as soon as possible**, and no later than a set timeframe (for example, 30 days) after the expense is incurred.
- Forms submitted late may be denied unless special circumstances are approved by the Executive Director or Board Chair.



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10. Review and Approval

- Expense Reimbursement Forms will be reviewed by the Executive Director or designated finance staff.
- Board member expenses may be reviewed by the Treasurer or Board Chair as appropriate.
- The Organization may request additional information or clarification before approving reimbursement.
- Approved reimbursements will be processed and issued as soon as practical.

11. Fraud, Abuse, and Corrections

- Submitting false, inflated, or misleading expense claims is strictly prohibited and may result in disciplinary action, including removal from volunteer roles or the Board, and possible legal action.
- If an overpayment or error is discovered, the individual must promptly repay the excess amount to the Organization.

12. Donations of Expenses

- Personnel who wish to **donate** their reimbursable expenses back to Heaven-Sent may do so.
- In those cases, they may still submit receipts and a reimbursement form requesting a written acknowledgment instead of payment, so that the donation can be properly recorded for audit and grant purposes.
- The Organization will provide appropriate documentation in line with its gift acknowledgment practices.

13. Policy Review

This policy will be reviewed periodically by the Board and Executive Director and updated as needed to reflect best practices, legal requirements, and the Organization's financial procedures

HEAVEN SENT COMMUNITY SERVICE
AND VETERANS ASSISTANCE



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