

**The UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Reimbursement/Advancement of UOTA Funds
Code: BPPC/Treasurer 5/95
Revised Date: 5/98, 6/03

Policy: 5
Eff. Date: 6/95
Rescinded:

Purpose: To clarify the use of the Expense Authorization form to secure UOTA funds for members or for non-UOTA members whose services have been contracted.

Procedures:

1. Funds for Members: Funds may be requested for reimbursement or advancement for costs incurred for Association business.
 - A. Reimbursement:
 - 1.) Member will obtain an Expense Authorization Form from the Treasurer, Committee Chairperson, or EB member (attached).
 - 2.) The form is filled out in its entirety and presented to the Committee Chairperson or EB member who requested the service for an authorizing signature.
 - 3.) The signed form is presented to the Treasurer with receipts for monies spent attached.
 - 4.) The Treasurer will remit funds requested upon receipt of the Expense Authorization Form with receipts attached. No funds will be released without receipts. Funds will be provided directly to the member in a timely manner.
 - 5.) Funds requested which are beyond budgeted amounts will need prior approval by the EB. The Treasurer will reference each Committee and Office budget prior to reimbursing a request.
 - B. Advancement:
 - 1.) A member will obtain an Expense Authorization Form from the Treasurer, Committee Chairperson, or EB member requesting the service.
 - 2.) The form is filled out in its entirety with special attention to the explanation of services requested and the estimated hours and costs of service. The form is then forwarded to the Committee Chairperson or EB member who requested the service for an authorizing signature.
 - 3.) The signed form is presented to the Treasurer with receipts for money spent attached.
 - 4.) Before the Treasurer advances the funds for continuing education events, the profit/risk margin will be met.
 - 5.) The Treasurer will remit funds directly to the member identified on the form, if other than the Committee Chairperson or EB member, in a timely manner.
 - 6.) After service completion, the member will forward receipts of actual monies spent to the Treasurer. The bottom portion of the Expense Authorization Form must now be completed and the form again returned to the Treasurer with the receipts. If additional funds are needed to cover the cost of service that exceeded the projections, this is indicated on the form and the Treasurer will remit these directly to the member in a timely manner.

- 7.) Funds requested which are beyond budgeted amounts will need prior approval by the EB.
2. Funds for Non-UOTA Members: Funds may be requested for reimbursement only (not advancement) for costs incurred for Association business.
3. Funds for Committee Chairpersons and EB
 - A. Reimbursement:
 - 1.) Committee Chairpersons and EB members are eligible to have funds withdrawn from their budgets for services performed by non-UOTA members as long as the services are within the scope of their committee objectives or job description.
 - 2.) If a committee Chairperson or EB member is requesting services be performed which fall outside the scope of their own committee objectives or job description, the authorizing signature on the Expense Authorization form must be from the committee Chairperson or EB member whose budget will be debited.
 - 3.) The EB member or committee Chairperson will obtain the bill for services with attached receipts from the non-UOTA member contractor and will forward these to the Treasurer with the Expense Authorization form.
 - 4.) The Treasurer will remit reimbursement directly to non-UOTA member contractor in a timely manner.