

Skate Like a Girl Reimbursement Policy & Instructions

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Overview: from time to time Skate Like a Girl Board Members, employees, and volunteers may need to spend their own funds on behalf of Skate Like a Girl for items ranging from travel expenses, equipment and other incidental expenses. The following details the policies and procedures related to allowable expenses, getting expenses approved, and the process for reimbursement.

Expense Approval

Before personal funds can be spent on items on the behalf of Skate Like a Girl, **expenses must be approved** by either the Skate Like a Girl Board Chair (Molly Magnifico) or the Skate Like a Girl treasurer (Karissa Dobranski). Chapter Directors, please direct your expense inquires to Executive Director (Kristin Ebeling). Program staff would direct expense inquires to their local chapter director(s).

Allowable items

The following items are allowable expenses:

- food for events
- equipment
- travel expenses (Food, Transportation & Lodging)
- parking
- gas
- office related expenses

Non-allowable items would include personal items, toiletries, etc.

Note on driving/gas expenses:

- When driving a rental or Skate Like a Girl vehicle (not your personal car), submit gas receipts (not mileage reimbursement)
- When driving a personal vehicle from the Skate Like a Girl storage unit/office to a program or event site (or visa versa), with larger Skate like a Girl property (skateboards, helmets, pads, event supplies, donated items) that would not be reasonably carried in hand or in a small bag (such as a binder, paperwork), you may claim mileage reimbursement.
 - For Camp Leads, this means you will be paid for pick up (storage unit to the program site, and the drop off (program site to the storage unit).
 - You do NOT get reimbursed for driving to and from your house.
- If you are keeping Skate Like a Girl property overnight, we request that you keep it secure and safe, and report immediately if anything goes missing.
- When driving a personal vehicle to a program site over 30 miles from Skate Like a Girl office or personal residence (whichever is closer), you may claim mileage reimbursement (for events, specialty camps, etc.)
- All miles will be reimbursed at \$.58/mile

- Submit your mileage reimbursement once per week (all miles together)

How to Log your expenses if you are NOT on Gusto (Americorps & Volunteers):

1. Plan your expenses with your local Chapter Director before incurring expenses/costs.
2. Save your receipts, or take a screenshot of your trip (must show the total number of miles driven)
3. Complete [this jotform](#)

How to Log your expenses if you are on Gusto:

1. Login to Gusto...
4. Sync with Skate Like a Girl & "SLAG expenses"
5. Add your personal account information for reimbursement (bank account #)
6. Gain approval for your expense
7. Spend your money & get a receipt! Never throw away receipts, always keep them as back-up and/or take a photo
8. Upload all receipts with expense total, category, and additional notes in comment section
9. You will receive your reimbursement directly within 14 business days

Reimbursement Procedures for Americorps or Volunteers Not on Gusto:

1. Get your expense approved by direct supervisor prior to expense being incurred.
2. Spend money & save receipt. If it's driving, map route & calculate the amount of miles.
3. Create an invoice (or report/word doc with information) for the amounts incurred. For driving, calculate the amount of miles x our mileage rate which is \$.58/mile. Include a screenshot of your route as a receipt. (person can fill out this [Reimbursement Request form](#) to generate an invoice)
4. Submit invoice listing expenses & receipts of transactions to direct supervisor. Include your mailing address, email, phone, and all key info.
5. Supervisor follows [invoice procedures](#).
6. Payment should arrive via check to your house within 2 weeks. Notify your direct supervisor if you do not get a check in the mail. Occasionally they get thrown out as junk mail, as the envelope is very non-descript!

Note: If people need to get paid before expenses are incurred they can submit early.