Skate Like a Girl Reimbursement Policy & Instructions
Created December 2020
Updated by Program Committee June 2023
Approved by HR Committee April 2024

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 the employee's supervisor. For Directors, expenses must fall within budget, and require additional approval from ED if more than $200 off from budget. For ED, expenses must fall within budget, and require additional approval from the Board if more than $500 off from budget.

Expense Processing
Expenses must be submitted within 60 days of incurred expense, and extensions can be granted with supervisor approval. Expenses are processed monthly. Employees will receive funds via Direct Deposit on Gusto, whereas contractors, Board Members, and volunteers will receive funds via paper check via Jotform submission.

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 (ex: toiletries), commute expenses for getting to work site, personal travel related expenses, 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 to work site.
- 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 $.67/mile
- Submit your mileage reimbursement once per week (all miles together)

How to Log your expenses if you are NOT on Gusto (Contractors, Board Members, &/or Volunteers):

1. Plan your expenses with a Director before incurring expenses. On occasion, we can grant early reimbursement with Director approval.
2. Save your receipts, or take a screenshot of your trip (must show the total number of miles driven)
3. Complete this jotform for reimbursement
4. Watch for paper check to come in the mail - communicate with finance@skatelikeagirl.com if you do not see the check within 60 days of submission

How to Log your expenses if you are on Gusto:

1. Review this PDF for instructions on how to submit for purchases and/or mileage expenses.
2. You will receive your reimbursement directly on your next paycheck or the one after, depending on time of submission (reimbursements are processes 1x/month, but staff are paid 2x/month)