



Florida Association for Women Lawyers MIAMI-DADE CHAPTER

POLICY ON EXPENSE APPROVAL BY OFFICERS AND/OR BOARD

I. PURPOSE AND APPLICABILITY

The purpose of this policy is to establish a uniform procedure governing the approval of expenses, including but not limited to accommodation, travel, hospitality, flight, meals, supplies, awards, technology, and other administrative expenses. This policy was originally introduced at the October 8, 2013 Board meeting with a motion by Katie Phang, seconded by Deborah Baker and is being memorialized in writing at the April 7, 2020 Board meeting.

II. POLICY

Miami-Dade FAWL Officers are authorized to approve expenses of \$250.00 or less without requiring a vote by the Board of Directors.

All expenses over \$250.00 must be approved by a majority of the Officers and Board of Directors.

All expense requests must be submitted through the Miami-Dade FAWL reimbursement form, available online at bit.ly/mdfawlreimbursement in a timely manner. It is within the discretion of the President whether to approve an unapproved expense or an expense request that is not submitted within a reasonable time after it is incurred.

III. PUBLICATION

This Policy shall be published and maintained on the Miami-Dade FAWL website.

IV. AMENDMENT

This policy may be amended upon a vote of the Miami-Dade FAWL Board of Directors. Amendments shall not have retroactive effect.