

Riesentöter Region, Porsche Club of America, Inc.  
(a Pennsylvania Nonprofit Corporation)

## Expense Reimbursement and Discount Policy

Adopted: 16 February 2014

### **Purpose of this Policy**

The Board of Directors of Riesentöter Region, Porsche Club of America, Inc. (the “Club”) recognizes that board members, officers and other members the Club may be required to travel or incur other expenses from time to time to further the mission of the Club. In addition, members dedicate substantial amounts of time to run Club events and to administer the Club’s business. The Club has no paid staff—all activities are undertaken exclusively by volunteers.

The purpose of this Policy is to state comprehensively the discounts and other compensation the Club offers its members and to ensure that (a) adequate cost controls are in place, (b) discounts and expenditures are appropriate and (c) authorized expenses incurred by members are reimbursed in a timely, uniform and consistent manner. It is the policy of the Club to reimburse only reasonable and necessary expenses actually incurred by members in accordance with this policy.

### **Discounts Allowed**

Every member and guest of the Club shall pay the same amount as any other person for each event that the Club sponsors except as otherwise expressly set forth in this policy.

#### *Driver Education Events*

*Instructors Who Drive.* Persons who are qualified by the Track Chair and who instruct students at a Driver Education (“DE”) event are entitled to a non-transferable discount (the “Instructor’s Discount”) in an amount set from time to time by the Track Chair and approved by the Board. The Instructor’s Discount applies to an entire DE event fee. (In recent years the Instructor’s Discount has been about 50% of the regular price of a DE event.)

*Instructors Who Do Not Drive.* Instructors who instruct at a DE event but who do not drive in the event are considered “Instruct Only” instructors and are entitled to a non-transferable 100% discount for that event. The Instruct Only instructor may not drive his or her car at the DE event on the track for any “hot” laps, even for instructional purposes. Instructors who attend in the same year all of the days of two multi-day DE events as “Instructor Only” instructors are entitled to a non-transferable 100% discount for one future DE event subject to the following requirements:

- The free DE event must be in the same year as the two Instruct Only DE events (no carry-over from one year to the next).
- The instructor must instruct at the free DE event.
- The instructor must instruct for the entire DE event and may not combine part of one event with part of another event.
- The right to the free DE event is not transferable.
- The instructor must be approved by the Track Chair to instruct at Riesentöter DE events.

*Speed Council.* Speed Council members who attend and work at a DE event are entitled to a non-transferable 100% discount (the “Speed Council Discount”). The Speed Council members shall be appointed from time to time as provided in the Bylaws.

*Elected Officers.* The Club’s elected Officers are entitled to the Instructor’s Discount if they are not also instructors or a member of Speed Council. The elected Officers of the Club are currently the President, Vice President, Secretary, Treasurer, Social Chair, Membership Chair, Der Gasser Editor, Autocross Chair and Track Chair. If an elected Officer who is not also an instructor does not drive at a DE event he or she may assign the Instructor’s Discount for that DE event to his or her spouse.

*Appointed Officers.* The Board may grant one or more of the Club’s Appointed Officers who are not also instructors a non-transferable Instructor’s Discount at one or more DE events.

*Social Events.* No discounts will be allowed for any social event sponsored by the Club.

*Autocross Events.* No discounts will be allowed for any autocross event sponsored by the Club.

*Goodie Store.* No discounts will be allowed for the purchase of any items from the Goodie Store.

## **Expense Reimbursement**

Payment for goods and services used by the Club must be consistent with the budget approved by the Board and should be made by check or debit card whenever possible. In those circumstances when an Officer or Appointed Officer must make a purchase with personal funds for the benefit of the Club, reimbursement by the Club may be made only in accordance with this policy.

*Expense Reports and Receipts.* Expenses shall not be reimbursed unless the individual requesting reimbursement submits a written Expense Report to the Treasurer. The Expense Report, which must be submitted within six weeks of the expenditure for which reimbursement is requested, must include:

- The individual’s name.
- The name and affiliation of all people for whom expenses are claimed (*i.e.*, people on whom money is spent in order to conduct the Club’s business).

- An itemized list of all expenses for which reimbursement is requested.

No expense in excess of \$25.00 will be reimbursed unless the individual requesting reimbursement submits with the Expense Report an original written receipt from each vendor (not a copy or credit card statement) showing the vendor's name, a description of the goods or services provided (if not otherwise obvious), the date and the total amount. In the rare circumstances where the vendor will not provide a receipt, such as a corner worker, the individual must submit with the Expense Report a written confirmation of the payment signed by an Officer or Appointed Officer.

*Meals.* Food and beverage expenses for monthly membership meetings to which all Club members are invited, meetings of the entire Board for the conduct of Club business, meetings of Speed Council for the planning of DE events and meetings of the tech inspectors following each tech inspection may be reimbursed in a reasonable amount not exceeding the amount specifically set forth in the annual budget approved by the Board.

*Lodging.* Speed Council members who attend and work at a DE event and who do not avail themselves of the Speed Council Discount or otherwise drive at the event may be reimbursed for lodging expense subject to the following limitations:

- Not more than four rooms per DE event are eligible for reimbursement.
- Not more than \$100/night may be reimbursed for each room.

*No Reimbursement.* Travel, whether by air, car or otherwise, mileage, taxis, parking, tolls, telephone and any other similar expenditures not specifically authorized by the Board for reimbursement are not reimbursable under any circumstances.