

## Reimbursement Policy & Procedures

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<b>Last Updated:</b>	1/31/25
<b>Board Agenda ID:</b>	BD 107-24
<b>Scope:</b>	This policy applies to all ASI members and staff.
<b>Purpose:</b>	The purpose of this policy is to encourage ASI students and staff who attend gatherings including but not limited to meetings and retreats. Authorize the reimbursement of funds to ASI for bills incurred for lodging, food, etc. at ASI off-campus meetings for people who commit to attending and then fail to show up.

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### 1. Background

- a. ASI periodically hosts off-campus meetings such as the annual summer retreat to which ASI student leaders on the Board of Directors, etc. are invited for team-building, training, and planning purposes. In planning the retreat/meeting, etc., students and staff are asked to commit themselves to attending the retreat/meeting so that a reasonably accurate headcount for the rooms, meals and snacks can be obtained. Funds are then committed to the venue with an expectation that those who committed themselves to attend the retreat/meeting, etc. will do so. What has actually occurred is that the number of people who promised to attend and those that actually attended fall short of the estimate provided to the venue. The result is that ASI loses money paying for hotel rooms, meals and snacks that were not used.

### 2. Procedures

The following procedures apply in implementing this policy:

- a. The individual(s) engaged in planning the event will coordinate with the venue for hotel accommodations, meeting rooms, food, snacks, etc. As a part of the coordination with the venue, ASI planners will establish the time frame in which reservations may be cancelled without penalty to ASI. Attendees will be notified by e-mail of the deadline date for notifying ASI. The ASI student will be responsible for communicating with the ASI staff in charge or their designee for that event if there are any changes to their attendance.
- b. Retreat/Meeting leaders will take attendance with the venue. ASI will pay the venue under the terms of the agreement with the venue. Those who committed to attending the retreat/meeting and did not attend and failed to notify retreat/meeting planners prior to the predetermined deadline will be billed for the cost of the lodging and meals costs that were incurred by ASI. Some of the penalties that may be imposed for failure to pay the ASI invoice include, but are not limited to:
  - 1) Being reported to the university and having their transcripts withheld until the debt is satisfied.
  - 2) Censure or sanction by the ASI Board of Directors in accordance with Article III, Section 1 of the ASI Bylaws.

- c. Individuals who believe that they have a bona fide reason for not being asked to pay the costs they caused ASI to incur, may appeal to the ASI Board of Directors (BoD). The BoD's decision is final.
- d. In the case that an individual has a valid emergency that prevented them from attending the event, they may be exempt from having to appeal to the ASI BoD. Documentation may be asked for human resources or legal purposes.
  - 1) For the purpose of this policy, a valid emergency is defined as an unforeseen and unavoidable situation that demands immediate attention including but not limited to:
    - i. Medical Emergency
      - a. Sudden illness or injury requiring hospitalization or urgent care.
      - b. A severe or contagious condition that would pose a risk to others.
    - ii. Family Emergency
      - a. Death or critical illness of a close family member.
      - b. Emergency involving a dependent, such as a child's or elderly family member's health crisis.
    - iii. National Disaster or Weather Emergency
      - a. Travel disruptions caused by hurricanes, floods, snowstorms, or other severe weather events
    - iv. Work or School-related Emergency
      - a. Urgent, unexpected demands from work or school, such as a critical project failure or crisis requiring your immediate involvement
    - v. Legal or Safety Issues
      - a. Jury duty or legal obligations that cannot be postponed.
      - b. Personal safety concerns, such as a car accident or being a victim of a crime
    - vi. Travel or Logistical Problems
      - a. Canceled or significant travel issues due to unforeseen circumstances

I have read and understand the policy and agree to abide by its terms.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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Date

*Revised per BD 61-06, May 23, 2006*  
*Revised per BD 67-20, May 26, 2020*  
*Revised per BD 107-24, January 31, 2025*