

WAMAA EXPENSE AND REIMBURSEMENT POLICY

Approved December 1, 2020

Applicability

This reimbursement policy shall apply to internal and external parties that seek reimbursement from Washtenaw Area Mutual Aid Association (WAMAA). Also, this policy applies to any reimbursement for monies that are received from State and/or Federal in the name of the County fire departments and/or WAMAA i.e. grants, SMOKE, etc.

Procedure

Any entity seeking reimbursement from WAMAA shall provide the following as a minimum (as applicable):

1. A completed IRS Form 1099 *;
2. Original receipts for purchases (scanned copies are acceptable);
3. Detail list of instructors and their per hour rate;
4. Detail lists of other costs to include but not limited to:
 - a. Room rentals;
 - b. Equipment rentals;
 - c. Tool rentals; and
 - d. Food costs - Also include a list of folks fed. A sign-in or course roster for that specific day is acceptable.

Failure to provide the above documentation will result in WAMAA not issuing payment. Payment from training classes shall be submitted to WAMAA no later than 30 days after class completion.

WAMAA Team/Leaders are permitted to spend within their approved budget as long as no single purchase exceeds \$5,000 per single vendor. Purchases over \$5,000 per vendor should have competitive bidding and/or prior approval of WAMAA Executive Board. Annual expenditures that exceed program budgets need WAMAA Executive Board approval.

Emergency purchases and/or emergent needs can be approved by simple majority of the WAMAA Executive Board. The Executive Board will brief the full WAMAA body at its' earliest opportunity about said purchases.

Reimbursements not specifically covered by this policy shall follow Generally Accepted Procedures (GAP) for accounting.

*Not required for WAMAA Fire Departments as they are tax exempt.