FINANCIAL TRANSPARENCY

Expense Reimbursement Policy

ADOPTED BY THE BOARD OF DIRECTORS

January 5, 2026

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at foosballclubsusa.com/policies. Questions are welcome at admin@foosballclubsusa.com.

FOOSBALL
CLUBS USA

Empowering Students and Uniting Communities

Expense Reimbursement Policy

Foosball Clubs USA Inc.

1. Purpose

This policy outlines the procedures and standards for reimbursing individuals for reasonable and necessary expenses incurred while conducting authorized business on behalf of Foosball Clubs USA Inc. (“the Organization”).

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Last Reviewed & Approved by the BOD:	*1/5/2026*

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2. Scope

Applies to all employees, board members, contractors, and volunteers of the Organization who incur expenses in the course of their duties.

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3. Eligible Expenses

Reimbursable expenses must be:

- **Directly related** to organizational business
- **Pre-approved** when required (see Section 4)
- **Reasonable and necessary**

Examples include, but are not limited to:

- Travel (mileage, airfare, lodging, public transit)
- Meals (within IRS per diem limits)
- Office supplies or materials
- Event registration fees

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4. Pre-Approval Requirements

Pre-Approval Requirements

Travel exceeding **100 miles one way**, **any overnight stays**, and **any single purchase or service over $100** must be approved **in advance** by the Executive Director or Treasurer **before the expense is incurred**.

Pre-approval requests should include:

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- The purpose of the expense and its connection to organizational, program, or grant activities
- An estimated total cost
- Relevant dates, location, or vendor information, when applicable

Approval may be provided in writing via email or other documented communication.

Grant-funded or program-specific expenses may require additional approvals and must comply with the applicable budget, funding restrictions, and allowable cost guidelines. Expenses incurred without required pre-approval may be deemed non-reimbursable.

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5. Submission Process

To receive reimbursement, individuals must:

- Submit a **completed Expense Reimbursement Form**
- Attach **itemized receipts** for all expenses
- Submit within **30 days** of the expense date

Forms should be submitted to the Executive Director or Treasurer.

Exceptions to the 30 day rule can be made with approval from the Executive Director, Board Treasurer, or Executive Board.

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6. Reimbursement Standards

- **Mileage** will be reimbursed at the current IRS rate.

  Standard mileage rates | Internal Revenue Service
- **Meals** are reimbursed up to $50/day unless otherwise approved.

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- **Excessive Tips, alcohol, and personal expenses** are **not reimbursable.**

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7. Payment Timing

Reimbursements will be issued within **15 business days** of receiving a complete and approved submission.

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8. Oversight and Review

The Treasurer shall periodically review reimbursement requests for compliance. This policy will be reviewed annually by the Board of Directors.

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9. Acknowledgment

All individuals seeking reimbursement must acknowledge receipt of this policy annually or upon onboarding.

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