



## Uri L'Tzedek Reimbursement Policy

Uri L'Tzedek board members, staff, or volunteers who incur personal expenses, including travel, materials, and other expenses related to Uri L'Tzedek work will be reimbursed to the extent provided in the current budget if:

1. The expense has a stated purpose related to Uri L'Tzedek work; and
2. The expense was approved by a supervisor or Executive Director; and
3. The staff, board member or volunteer provided substantiation receipts (or some documentation) for the expenses.

Uri L'Tzedek will make a good faith effort to provide reimbursement within 30 days of the expense from the date that the receipts are received. Any excess reimbursements should be returned to Uri L'Tzedek within 30 days from the date Uri L'Tzedek notifies the reimbursed person of the excess.

More specific guidelines stipulating items that will be reimbursed are forthcoming.