

# POLICY

No. 4720

Page 1 of 1

## REIMBURSEMENT OF EMPLOYEE EXPENSES-ASSOCIATION MEMBERSHIPS

Requested memberships in professional organizations must be in the name of BOCES or the Division and are limited to one membership per Division. Benefits of the professional membership shall be shared among all of the Division staff. A variance to this policy may be obtained from the Division Director only where the professional organization does not offer organizational or corporate memberships or where it is deemed by the Division Director to be more cost effective to acquire an individual membership. The completed membership application, as well as a justification stating the benefits of the membership to BOCES must accompany purchase requisitions for professional memberships.

A purchase requisition must be submitted and a Purchase Order approved prior to incurring the expense. After the expense is incurred, an expense voucher, along with the original receipts, must be submitted to document the claim.

**Adopted:** April 11, 2002

**Ratified:** May 20, 2002

**Amended:**