

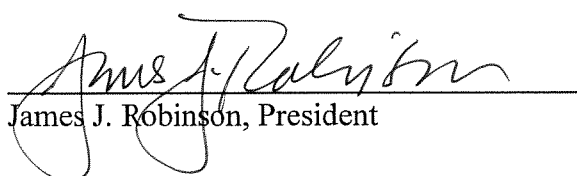
MISSOURI ASIAN AMERICAN BAR ASSOCIATION (MAABA)
REIMBURSEMENT AND SPENDING POLICY
Effective March 1, 2013

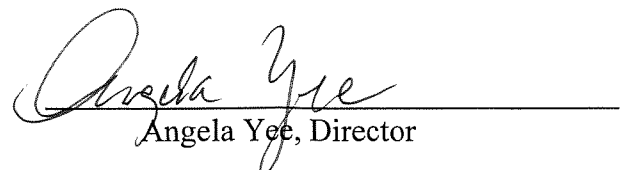
Reimbursements

1. This Reimbursement and Spending Policy is hereby adopted by the Officers and the Board of Directors (hereinafter referred to as the "Board") this 6th day of March 2013.
2. All reimbursements must be submitted within sixty (60) days of the expense.
3. All reimbursements must be submitted with a Reimbursement Request Form with receipt(s) attached.
4. Any reimbursements submitted by a MAABA Officer or Member (hereinafter referred to as the "Director") the Board of Directors for an expense under One Hundred Dollars (\$100.00) may be self-approved.
5. Any reimbursements under One Hundred Dollars (\$100.00) relating to the business of MAABA may be self-approved and submitted by any Officer or member of the Board. The President of MAABA is limited to three (3) self-approved reimbursement requests for month. All other members of the Board or the Board of Directors are limited to only one (1) self-approved reimbursement request per month.
6. Any reimbursements submitted by a member of MAABA, who is not an Officer or Director, for an expense under One Hundred Dollars (\$100.00) must be approved by at least one Officer or Director. The Treasurer shall note the name of the Officer or Director approving the expenses on the Request for Reimbursement form.
7. Any reimbursements submitted by a member of MAABA for an expense over One Hundred Dollars (\$100.00) and under Five Hundred Dollars (\$500.00) must be approved, in writing, by at least one other Officer or Director. The approval in writing will be made by the Officer or Director signing the appropriate signature line on the Reimbursement Request Form.

8. Any reimbursements over Five Hundred Dollars (\$500.00) relating to the business of MAABA submitted by any member will require approval by a majority vote by the MAABA Board of Directors.
9. All reimbursements must relate to the business of MAABA, which includes, but is not limited to: (1) expenses relating to any events sponsored by or organized by MAABA; (2) expenses relating to Board meetings and/or general membership meetings; (3) expenses relating to MAABA's attendance at any event (such as purchasing of a table); and (4) expenses relating to MAABA's advertisement or marketing.
10. The treasurer has the discretion to consult and to seek approval from the MAABA Board or MAABA President regarding any reimbursements prior to paying a reimbursement should the treasurer have any question regarding the reimbursement request.
11. It is advised that any member with questions about whether an expense may be reimbursed, may consult the President or the MAABA Board prior to incurring expenses in order to guarantee reimbursement.
12. The Treasurer has the right to reject any reimbursement request that does not comply with the MAABA Reimbursement Policy.
13. The treasurer is responsible for keeping an accounting of all reimbursement requests and that should be included in the treasurer's report submitted to the MAABA Officers and Board of Directors at Board meetings.
14. An Officer or Director may not approve their own Request for Reimbursement except as noted herein above.

Adopted and Approved this 6th day of March 2013.


James J. Robinson, President


Angela Yee, Director

MAABA REIMBURSEMENT REQUEST FORM

Requester: _____

Payee (Name of Vendor/Member): _____

Amount: _____

Date of Expenditure: _____

Purchase of/for:

Please attach the appropriate receipt(s).

Signature: _____

Date Submitted: _____
(must be submitted within 60 days of expense)

PAID on _____ (Date)
Check No: _____
Approved By: _____ Signature and Office