

## **UNITED POSTMASTERS AND MANAGERS of AMERICA RETIRED FISCAL POLICY**

The purpose of this policy is to provide guidance to those having responsibility for authorizing and accounting for UPMA Retired expenditures and property, and to provide for the routine review of such expenditures and procedures.

1. The Financial Audit Committee shall meet prior to the first UPMA Retired meeting of each fiscal year to audit all expenditures and property of the UPMA Retired. This audit shall consist of an examination of all expenditures and supporting documentation of the expense vouchers and property, and shall be presented at the first UPMA Retired meeting following the audit.
2. The Budget Committee shall prepare an annual budget to present to be presented by the Chairperson to the Executive Board for approval at the first Board meeting each fiscal year.
3. Those elected officers and duly appointed members to be reimbursed as specified in the UPMA Retired Payment Schedule for attending the Legislative Summit are as follows: Executive Board, Editor, Email Coordinator, Legislative Chair and Legislative Committee.
4. Those elected officers and duly appointed members to be reimbursed as specified in the UPMA Retired Payment Schedule for attending the National Convention are as follows: Executive Board, 15 Area Reps, Audit Committee, Bylaws Committee, Chaplain, Editor, Email Coordinator, Historian, Hospitality Co-Chairs, Legislative Committee, Membership Committee, Nominations Committee, Parliamentarian, Scholarship Committee, Sergeant-at-Arms Committee, Credentials/Teller Committee, Photographers, and Website Coordinator.
5. Reimbursement will be as determined in a payment schedule approved by the UPMA Retired Executive Board at the first executive board meeting of the fiscal year.
6. Past UPMA Retired National Presidents (except the Immediate Past President who is still serving on the Executive Board) who attend the National Convention will receive an Honorarium as specified in the UPMA Retired Payment Schedule.
7. The UPMA Retired President has the authority to approve spending, not to exceed \$1000, for unforeseen occurrences.
8. Expense Vouchers
  - a. Vouchers for per diem, lodging, and expense items over ten dollars (\$10.00), other than mileage must be accompanied by receipts or register tapes. Mileage will be paid at the current US Government rate as set by the IRS on January 1<sup>st</sup> of each year. Voucher and required documentation must be submitted within 30 days of occurrence. Vouchers over 30 days must have explanation for tardiness attached and submitted through the National President to the Executive Board for approval. Vouchers over one year will be denied.

b. Transportation: This can include total mileage if you are driving to the event, or it could include round trip air fare, your mileage to and from the airport, economy parking, and costs associated with the air travel. If the distance to assignment is more than 700 miles one way, your personal vehicle may be used, but not exceed the cost of the air travel as described above. Anytime travel is over 50 miles each way, you need to include a copy of either MapQuest, Google Maps, etc. printout for the mileage, rounded up or down as appropriate. If you choose to drive, rather than fly, you must include a cost analysis outlining the cost comparison between the airfare total and the round trip mileage. UPMA Retired will pay the lesser amount.

c. Per Diem for elected officers (and spouses when authorized) will be paid at the rate of Breakfast (\$15), Lunch (\$15), and Dinner (\$30).

d. Allowable expenses for the UPMA Retired Executive Board members shall be the same as provided by UPMA for the expenses incurred by its Executive Board members.

e. Spousal travel expenses are allowed for the UPMA Retired National President's spouse for national events only (i.e. Legislative Summit and National Convention.) Expenses will be limited to transportation as specified in 8b above and per diem as specified in 8c above.

9. If any of the elected officers or duly appointed members are paid from holding a State or National Office or any other source where they are fully reimbursed for attending either the Legislative Summit or the National Convention, they will not receive any monies from the UPMA Retired reimbursement payment schedule. If they are partially reimbursed from their State Chapter, the National Office or any other source they will be reimbursed for the difference between what was received from the State Chapter or the National Office to the maximum allowed by the UPMA Retired payment schedule. This section does not apply to the Honorarium for Past National Presidents.

10. UPMA Retired credit cards and/or UPMA Retired funds shall not be used for personal purposes. The UPMA Retired President shall have the authority to expend funds for necessary items. The UPMA Retired President and the UPMA Retired Treasurer shall be the only elected officers to have officially issued UPMA credit cards during their term of office. Upon leaving office, the official UPMA credit card must be returned to the UPMA Retired Treasurer for proper disposal.

11. This UPMA Retired Fiscal Policy may be changed or amended by a two thirds (2/3) majority of the UPMA Retired Executive Board.

12/2/2021