



Policy Title	Reimbursements for Directors & Member Representatives
Policy Number	CPCNH-2023-01
Effective Date	Original: 1/31/23, Amended by the Board on 8/31/23

PURPOSE

To establish the standard procedures relative to expenses incurred by members of the Community Power Coalition of New Hampshire (CPCNH) Board of Directors and designated Member Representatives and Alternates in the performance of their duties. In general, costs are associated with attendance at CPCNH Board and Committee meetings and CPCNH events, and representing CPCNH at legislative and regulatory proceedings, conferences, and other meetings that are not otherwise reimbursed.

POLICY

I. REIMBURSABLE EXPENSES

A. Travel within New Hampshire

The primary costs incurred related to participation in Board and Committee meetings, legislative and regulatory proceedings, conferences, meetings, and other events within New Hampshire for the purposes of performing duties related to CPCNH are associated with mileage and parking or public transit expenses. This includes Directors and Member Representatives and Alternates attending Board and committee meetings, even if they are not members of the Board or respective committee.

Travel expenses to attend out-of-town Board and Committee meetings and legislative and regulatory proceedings that CPCNH is participating in do not require authorization and will be reimbursed upon request and at cost. Travel to other events, conferences, or meetings by CPCNH Directors and Member Representatives and Alternates must obtain authorization from the Board Chair or Treasurer in advance of the proposed travel. Such authorization should be requested and documented within a reasonable timeframe, but in any event no less than two days prior to the event's occurrence. The Treasurer and Board Chair should maintain a record of approved travel authorizations, which may include emails or written documentation, to ensure proper accountability.

B. Travel outside of New Hampshire [for future consideration]



C. Business Expense Reimbursements

The CEO, or the Chair and the Treasurer pursuant to II.C below, may authorize reimbursement of budgeted CPCNH business expenses if paid for out-of-pocket by a Director.

II. REIMBURSEMENT METHODOLOGY

CPCNH will reimburse mileage costs for out-of-town travel at the then current standard U.S. General Services Administration (GSA) rate. The mileage can be calculated from an on-line mapping application showing the route taken from Board member's place of origin (e.g., home, place of business, or municipal offices) to the meeting or hearing location and can be doubled for round trips.

Parking will be reimbursed at cost and requires receipts. Receipts are generally not available for public transit and are not required for reimbursement.

III. REIMBURSEMENT PROCEDURES

A. Expense Claim Form

All claims for reimbursement shall be prepared on a CPCNH Expense Claim Form and include an itemization of expenses, provide a brief explanation of the purpose of the event, and shall include original receipts as required. A print-out, PDF or screen shot of on-line mapping software output that shows the route and mileage of a trip may be attached to the Claim Form to substantiate the vehicle miles driven.

B. Timely Submission of Claims

All claims for reimbursement shall be submitted using the Expense Claim Form spreadsheet in the Expense Report shared folder no longer than 60 days after the event or travel on behalf of CPCNH emailed to Treasurer@cpcnh.org and copied to Chair@CommunityPowerNH.gov.

In the event that a reimbursement request is submitted more than 60 days after the travel occurred but still within the same calendar year as the travel and after the policy's original adoption date (January 31, 2023), such requests shall be allowed a one-time exception for reimbursement.

C. Approval by Chair and Treasurer

All claims for reimbursement shall be submitted to the Chair of the Board and Treasurer for approval. For claims for reimbursement by the Chair or Treasurer, the Vice Chair shall substitute in the approval for the person seeking reimbursement.

Attachment: Expense Claim Form

Community Power Coalition of New Hampshire						
Directors & Member Representatives - Expense Reimbursement Claim Form for CY 2024						
NAME:						
MAILING ADDRESS:						
PURPOSE OF EXPENSES CLAIMED: Reimbursement of mileage associated with CPCNH						
MILEAGE EXPENSES, 2024 standard GSA mileage rate is 67 cents per mile						
DATE	FROM	TO	Round Trip?	# of miles	AMOUNT 67¢/mile	PURPOSE
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
					\$ -	
SUBTOTAL					\$ -	
OTHER EXPENSES (parking or public transit)						
DATE	EXPLANATION OF EXPENSE		AMOUNT	PURPOSE		
SUBTOTAL			\$ -			
TOTAL AMOUNT CLAIMED					\$ -	
<p>I certify that this claim is a true record of expenses incurred on official business for the Community Power Coalition of NH, and that I am not receiving reimbursement of this expense from my municipality or otherwise.</p>						
Director or Mem. Rep. Signature: _____						Date: _____
Treasurer Approved _____						Date: _____
Board Chair Approved: _____						Date: _____