



STATE COALITION OF PROBATION ORGANIZATIONS

COMPENSATION & REIMBURSEMENT POLICY

The Executive Board of the State Coalition of Probation Organizations (SCOPO) has adopted the following policy governing compensation and reimbursements for members of the Executive Board, Board of Directors, and SCOPO vendors.

A. Disclaimer.

1. No compensation or reimbursement shall be made to any executive officer, board member or vendor except as provided for under this policy.
2. Nothing in this policy, and no compensation or reimbursement made pursuant to this policy, is intended to create an employment relationship of any kind between the State Coalition of Probation Organizations and any executive officer, board member, or vendor, or to entitle any person to salary, workers' compensation, or any other compensation or benefits of any kind.
3. Services rendered pursuant to this policy are deemed voluntary services gratuitously rendered with no expectation of payment other than incidental reimbursement. Reimbursement shall be made only when the expense is reasonable, was actually incurred, and the person seeking reimbursement is not reimbursed from another source.
4. SCOPO disclaims any responsibility for expenditures by members other than as described in this policy. Any misrepresentation of expenditures or other misconduct by a member or member association concerning this policy will be subject to the SCOPO By-Laws provisions or other applicable rules governing such conduct.

B. Administration.

5. The Executive Board may authorize up to \$2,500.00, or such other amount as is authorized under the SCOPO Bylaws, at any regular or special meeting of the Executive Board as an expenditure or reimbursement for any activity proposed to be undertaken by any member on behalf of SCOPO.
6. Any member who incurs an expense for which the member seeks reimbursement must complete a Reimbursement Request form provided by SCOPO. The member must attach

appropriate documentation verifying the expenditure and submit the form and documentation to the SCOPO treasurer no later than 30 days after incurring the expense.

C. Limitations & Exclusions.

7. SCOPO will reimburse no more than one representative from each member association for travel to regularly-scheduled Executive Board and/or general membership meetings by personal vehicle.
8. No member will be reimbursed for the travel costs, lodging, or other expenses of a spouse, other family member, or any other person accompanying the member; therefore, any request for reimbursement must be limited to an amount excluding any portion of costs, meals, lodging or other expenses made for non-member(s).
9. Miscellaneous charges for entertainment such as in-room movies, tours, attractions, facility fees (golf/tennis/spa), etc., or other charges of a personal nature shall not be reimbursed under any circumstances.
10. There is no reimbursement for meals or lodging, or for any other expenses, except as provided by this policy.

D. Travel and Lodging.

11. Mileage for use of a personal automobile shall be reimbursed at a rate set annually by the Executive Board upon the recommendation of the Budget Committee. The Budget Committee shall make its recommendation to the Executive Board at the board's last meeting of the year preceding implementation of the rate, or at the request of the Executive Board. Mileage is to be calculated roundtrip from the home or place of work of the member or vendor to the meeting destination.
12. Charges for parking and tolls shall also be reimbursable.
13. Travel by any other means will be reimbursed by SCOPO at actual cost, up to the amount that would have been paid for travel by personal car.
14. Executive Board members will be reimbursed the actual cost of a hotel stay, based on the "block rate" reserved by the host county. In the event there are no rooms available at the "block rate," rooms will be reimbursed at the "government rate." Whenever possible, hotel reservations for up to five Executive Board members will be made with the SCOPO credit card.
15. In extenuating or emergency circumstances, the President may authorize expenditures outside of these guidelines under the following conditions: (1) the President must advise

the Executive Board as soon as possible by electronic mail or telephone; and (2) the Board of Directors must be advised at the next Board meeting.

E. Compensation.

16. Members of the Executive Board shall be compensated monthly for personal services rendered to SCOPO according to the annual budget approved by the Board of Directors.
17. Compensation under this policy is intended solely for personal services rendered to SCOPO by Executive Board members consistent with the SCOPO By-Laws and state and federal laws and regulations.

F. Vendors.

18. All vendors shall be compensated according to the terms of a written contract for services between SCOPO and the vendor. All such contracts shall be reviewed and approved by the Executive Board and the Board of Directors before the contract is signed. The SCOPO President shall sign all contracts approved by the Executive Board and Board of Directors.

Adopted 5/10/2013