

Expenditure guidelines (as of April 21, 2023):

All disbursements, including credit cards, checks etc., must follow the following guidelines.

All spending over \$5,000 and up to \$10,000 (outside the approved budget), should be reviewed and approved by two officers of the Exec Committee. Expenditures over \$10,000 must be reviewed and approved by the Executive Committee.

Preliminary guidelines will be evaluated annually.

The following are to be covered by AFAH:

- Extended hours spending:
 - Dinner after 6PM
 - Transportation After 8PM
- Continuing education:
 - Semesters – 1 class per employee (for relevant subject matter)
 - Seminars
- Travel
 - Per Diem \$75 (to include all meals)
 - Hotel up to \$300 per night
 - Solicitation/cultivation \$100/person
 - Transportation
 - Airfare, economy
 - Car rental, basic
 - Taxi, basic
- Employee salaries and bonuses (to be approved by the Compensation Committees)
 - Health insurance
 - Plan for individual plus family as approved by budget
 - Does not include dental or vision
- Gifts
 - Birthdays and other major life-cycle events
 - Occasional office lunch for employees
- Office equipment (needs approval of Executive Committee for items over \$1000)
- Office supplies
- Cell phone
 - \$100 Monthly allowance for the Executive Director
 - Coverage for international travel for employees
- Program expenses (not contemplated in the budget for the program or the annual budget), need approval of two Executive Committee members for expenditures over \$1000.