

Central Division National Ski Patrol System  
Policy and Procedures  
Proposal: Automobile Rental Reimbursement proposal  
Date: April 2014 Executive Meeting

Chapter 5 Treasurer,

Administrative/ Program Staff Reimbursement Policy-pages 21-22.

“Automobile rental expense will be reimbursed per the following requirements;

- Must be **pre-approved** by the requester’s supervisor ( # days?) before the event,
- Should have other participants traveling with the requester to the event, to justify the cost.
- Gasoline will be reimbursed only with receipts,
- Requester should search for the lowest rate dependant on the number attending and equipment carried for the event,
- Insurance ( not sure how to address this expense as some credit cards will cover accidents)
- Other intended licensed operators of the rented vehicle must be included in the rental agreement )