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| **Policy Name** | **ISACA Chapter #50 Expense Approval and Debit Card Use Policy** |
| **Created By** | Derek Thomas, Chapter President |
| **Approved by Board** | February 11, 2025 |
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| **Last Reviewed Date** |  |

**Expense Approval and Debit Card Use Policy**

ISACA Portland Oregon (herein “Chapter, Chapter 50, Chapter #50, ISACA PDX, ISACA Portland, ISACA Oregon”) maintains the following policy for the express purposes of defining the Chapter’s expense approval debit card use policy.

**Expense Approval Policy**

1. **Documentation**: All expenses must be supported by original receipts or invoices and expenses must be submitted through the approved expense submission solution used by the Chapter for review and approval within five (5) working days following the expense incurred through the approved expense tracking software or portal.
2. **Authorized Expenses**: Authorized expenses include costs associated with Chapter sponsored travel and events. Travel costs such as airline, car rentals when required, taxi and train transportation, lodging, and meals are appropriate and approved business expenses supported by the Chapter. Expenses associated with events planning such as office supplies and equipment, banners, stationery, marketing materials necessary to support the Chapter, events space, and reasonable catering, food, and alcohol charges are approved expense categories for member related events.
3. **Prohibited Expenses**: Prohibited expenses include items of a personal nature, or expenses incurred during Chapter sponsored business travel above normal accommodation and service expected during Chapter sponsored travel or events. Expenses such as air or hotel room upgrades, airport clubs or lounges, or transportation that are of a personal comfort are not allowed without prior approval of the Chapter President or Vice President and Board review. Expenses of a personal safety nature may be an exception with sufficient review.
4. **Violations:** Misuse of Chapter funds, debit cards, or expenses without justification will result in dismissal from the Chapter Board of Directors and repayment may be required to the Chapter.

1. **Aggregated Expenses**: Expenses or invoices may be submitted and approved in an aggregate amount without specific line-item detail (e.g. a vendor PO for X amount, rental expense on a room where custodian expense is not identified but included, Contract services for multiple months, etc.), where the service has been pre-approved by the Board or the aggregate PO is related to a specific timed ISACA event.
2. **Policy Review**: This policy will be reviewed annually and updated as necessary.

**Bank Debit Card Usage Policy**

1. **Issuance and Responsibility**: Chapter debit cards are issued to Chapter officers based on business need and Chapter Leadership approval. Each cardholder is responsible for the security of their card and must immediately report any loss or theft to the Chapter’s issuing bank. Fraudulent use and detection of fraudulent activity is the responsibility of each individual card holder.
2. **Authorized Use**: Chapter debit cards are strictly for Chapter related expenses and must never be for personal use. Chapter debit cards cannot be used as an interim financing or float mechanism for expenses of a personal nature intended for a personal card. Chapter expenses must be associated with a Chapter event or specific requested Chapter Leadership travel activities.
3. **Authorized Expense Types**: Chapter debit cards may be used for:
   * Payment for facility use or rental charges related to member events or Board of Director meeting activities.
   * Payment for technology use or rental of facility equipment such as projectors, microphone, projectors, or items necessary for delivery of presentation materials.
   * Payment or prepayment for food charges related to event socials, hor d'oeuvres, drinks, or other services provided by a restaurant in the delivery of a member social event.
   * Payment for speaker awards, appreciation tokens, and gift cards provided to speakers in the delivery of non-compensated presentations.
   * Periodic meals and gatherings of Board members in the execution of Board related meetings and activities.
   * Payment for airfare, hotel, lodging, and per-diem expenses related to meals and events incurred to Chapter Officer travel related to ISACA PDX or ISACA Global event business.
   * Payment for nominal meals and entertainment between Chapter Officers when the expense is related to Chapter matters and advancement, not to exceed $150.00 in any one event.
   * Payments or recurring payments for technology and/or software licensing fees associated with running and operating the Chapter’s business.
4. **No Reimbursement**: Expenses incurred using Chapter debit cards must be submitted through the Chapter’s approved expense reporting system (Expensify) with the **“No Reimbursement”** flag set. Expense reporting records must be followed for every expense incurred by the Chapter as the official record of expense tracking for the Chapter, **within five (5) working days** from date of expense.

**Transaction Documentation**: Card holders must obtain an itemized receipt for every transaction. Digital copies (clear photos or scans) of receipts are acceptable for submission through the Chapter’s expense recording system. For online purchases, order confirmations or invoices must be retained and submitted with the expense record.

1. **Prohibited Use:** a. Personal purchases of any kind including cash withdrawals, bank fees, late or overdraft charges.
2. **Discrepancies and Disputes:** Cardholders are responsible for identifying and reporting any discrepancies in their card statements and working with the Chapter’s issuing bank to resolve.
3. **Card Cancellation and Return**: The Chapter may at any time cancel cards or revoke issuance of a card in circulation. Cardholders must return their cards upon completion of their Leadership term or when leaving the Leadership team. Physical images of card destruction may be substituted for returning a card to Chapter Leadership.
4. **Policy Acknowledgment**: All cardholders must acknowledge this policy before being approved for issuance of a Chapter provided debit card.

Chapter officers **are permitted to use their personal credit or debit card** in the conduct of Chapter business meeting in the context of examples provided above in lieu of a Chapter issued debit card. In those cases where Chapter expenses are incurred on a personal card, then the “**No** **Reimbursement**” flag will not be set, permitting automatic reimbursement to the Bank account on file for the Chapter Leader.

1. **Policy Review**: This policy will be reviewed annually and updated as necessary.