

Pink Boots Society Chapter Spending Policy

Mission: The Pink Boots Society aims to assist, inspire, and encourage women and non-binary individuals in the fermented/alcoholic beverage industry to advance their careers through education.

In order to be reimbursed for expenses, official Chapter meetings require an educational component to align with the Pink Boots Society Mission. You will not be reimbursed if the meeting doesn't include education.

Chapters may purchase and be reimbursed for up to \$500 for the following items for Chapter meetings. If your Chapter is interested in something not listed or costs more than \$500, please send your request to accounting@pinkbootssociety.org before purchasing..

Approved Chapter Expenses

Examples include:

- Speaker expenses (travel, etc.)
- Food and non-alcoholic beverages
- Field Trip
- Merchandise
- Training, tasting, workshops, and related materials
 - Your Chapter may offer training/workshops to your members if it's educational and related to the industry. This must be open to all members of your Chapter.
- Productivity & communication technology
- Sensory evaluation kit

Speakers

Your Chapter may cover speaker expenses. If the speaker is a member and requests compensation and/or reimbursement, the request must be pre-approved by the Treasurer on a case- by-case-basis.

Food and Beverages

You are encouraged to provide food and non-alcoholic beverages for your educational Chapter meetings. You will not be reimbursed for an open bar tab.

You may purchase alcoholic beverages for training purposes e.g. sensory, off-flavor training.

Field Trips

As long as education is included, field trip-related expenses are reimbursable, and can be a fun way to connect with your fellow chapter members.

Items and events that **will NOT be reimbursed** to your Chapter include:

- Spa day
- Holiday party (celebration, not education)
- Other items and events not related to education

Communication

Notifications for education/field trip opportunities must be communicated to your Chapter through the Pink Boots online community or the e-mail functionality in your Chapter's Dashboard to ensure all current Chapter members know about the opportunity to receive approval of expenses.

Anything not listed or above \$500 will need approval from the Treasurer

accounting@pinkbootssociety.org

A completed chapter reimbursement form along with copies of the **itemized** receipts (photos are acceptable) must be submitted to receive reimbursement for the allowable expenses. *Screenshots of bank statements will not be accepted.*

Reimbursement Process

Follow these steps to ensure your reimbursement is approved and processed as quickly as possible (average turnaround time is approximately 2 weeks):

1. Submit your reimbursement form with all the necessary fields completed, including required signatures, and attach the required itemized receipts to accounting@pinkbootssociety.org.
 - a. To ensure timely financial reporting, we are asking that reimbursement forms be submitted **WITHIN 30 DAYS OF THE EXPENSE BEING INCURRED**. Expenses submitted outside of this window will be evaluated on a case-by-case basis, and may result in delayed processing or denial of request.
 - b. If you have expenses for more than one event, please submit separate reimbursement forms for each event
2. The Board Treasurer, Vice Treasurer, or Pink Boots Society staff will respond with any follow-up questions or next steps.

Note: If you are requesting a check or any other form of payment to be made by Pink Boots National to a vendor, please follow the above steps, and forward the invoice to accounting@pinkbootssociety.org.