



OHC Payment Guidelines
(Adopted January 1, 2008)

Document owner: State OHC Treasurer

Contact info: treasurer@ohconline.com or go to 'Contact Us' to find current committee chair phone number.

All allowable expenses are reimbursable by receipt only, and must be received by the State Treasurer no later than January 10th of the following year. NO EXCEPTIONS. Let the Treasurer know if the receipt will be coming after December 31st. All covered expenses are reimbursable up to the amount of yearly budgeted amount – with slight overages allowed. Anything major over the budget must get approval of the Executive Cabinet.

Officers, Regional Reps & Committee Chairs

General Expenses

- Telephone calls for official business to members or non-members
- Postage
- Office Supplies pertinent to your position
- Copying Charges
- Printing supplies
- Materials necessary to carry out your duties IE:
trophies, mileage patches, etc.

Officers & Regional Reps Only

Expenses to attend Special Meetings Non

OHC Meetings

Meeting which the Officer is officially representing the OHC as an official for OHC. If these meetings are monthly, the OHC State President should get someone from the area to sit in.

Covered Expenses

- Mileage to and from the meeting at the current Federal rate
- Reasonable lodging and meal expenses
- Entrance fee for Meeting

OHC Meetings

Meeting in which general OHC members are not in attendance IE:

Executive Cabinet Meetings

Official visit to a Chapter Meeting over 20 mile distance from home Social

Events are not reimbursable

IE: State Chapter Rides, dances, tack sales, dinners, etc.

Covered Expenses

- Mileage to and from the meeting at the current Federal rate Meeting
- Room cost (State Meeting Only)

Capital Expenditures

Must be approved by Membership

IE: Trailer, computers, software, printers, etc.