

ACCOUNTABLE PLAN FOR WESTHAMPTON FREE LIBRARY

PART I: ACCOUNTABLE PLAN

Westhampton Free Library desires to establish an expense reimbursement policy under Reg. 1.62-2, upon the following terms and conditions:

1. Except as otherwise noted in Part II below, any person now or hereafter employed by Westhampton Free Library shall be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of Westhampton Free Library only if the expenses are adequately substantiated as required by the Company policy on expense reimbursements. (See policy memo.)
2. Under no circumstances will Westhampton Free Library reimburse employees for business or professional expenses incurred on behalf of that are not properly substantiated. Westhampton Free Library and its employees understand that this requirement is necessary to prevent our expense reimbursement plan from being classified as a "non-accountable" plan.
3. All expenses must be substantiated within a reasonable period. (Must be 60 days or less after the expense is paired or incurred if the company wants to qualify for the "fixed date" safe harbor substantiation rule)
4. All charges to company credit cards must be substantiated in the same manner as the above-mentioned reimbursements.
5. Advances that are not substantiated within a reasonable period must be returned (paid back) within a reasonable period. (Must be 120 days or less after the expense is paired or incurred if the company wants to qualify for the "fixed date" safe harbor substantiation rule.)

PART II: EXCEPTIONS TO ACCOUNTABLE PLAN

Notwithstanding any term or condition in Part I of this document, the following persons, expenses, or arrangements are not considered to be covered under this accountable plan and are subject to terms and conditions of a separate expense reimbursement policy:

1. Meeting and Conference Expenses
2. Mileage
3. _____

Company officer: _____ Date: _____