WOMEN IN FINANCIAL MARKETS
EXPENSE POLICY

PURPOSE: To provide guidance on expense policy and process for payment or reimbursement of WIFM expenses related to the following budget-line items

- Leadership programs (Cohorts, Ally Program, Wolfpacks, Mentoring, and Scholarships)
- WIFM Conference
- Gala (U.S. and EU)
- Non-Gala events (U.S. and EU)
- Marketing (CRM, Sponsor Engagement, Subscriptions, Website, WIFM Merchandise, Advertising)
- Administration costs (including Board Offsite)

Please note that ANY engagement or expense greater that $30K will need pre-approval from the WIFM President.

Where possible, WIFM should pay directly for all expenses. Please e-mail Director of Membership & Development and the WIFM Treasurer with the documentation noted below.

1) For contractors, coaches, speakers, event facilitators
    a. The speaker fee cap is USD15K per event.
    b. A copy of the contract and invoice with payment terms and payment instructions.
    c. If they are U.S.-based, the counterparty will need to provide a completed W-9 form (see attached).
    d. Indicate in the email which budget line item the expense should be charged against; please refer to the budget line items listed under 'Purpose' section above.
2) Event space costs and catering
    a. A copy of contract or invoice with payment instructions.
    b. If they are U.S.-based, vendor will also need to provide a completed W-9 form (see attached)
    c. Indicate which budget line item the expense should be charged against (please refer to the budget line items listed under 'Purpose' section above)
3) Smaller costs associated with Wolfpack get-togethers and smaller gatherings at restaurants/cocktail bars, the lead should pay and submit an expense reimbursement form (see attached) along with a copy of the expense receipt.
    a. Annual per person cap is $75 for U.S get-togethers and EUR/GBP75 for those held in Europe.
    b. For expenses incurred in the U.S., the person being reimbursed can choose between receiving a check or reimbursement via Venmo. PayPal is also available but least preferred as they charge a transaction fee.
    c. The preferred method for reimbursement outside of the U.S. is PayPal. A wire transfer is also an option; however the transaction fee is more expensive. (Venmo is not available outside the U.S.; checks can only be issued in USD and therefore not practical)