

HAITI MEDICAL MISSION OF WISCONSIN, INC.

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Procedure

Payments to Team Leaders

1. Team Leaders are responsible for the accurate recording of all expenses associated with a team's trip to Haiti (in-country and within the US for excess baggage expense). Those responsibilities may be designated to another member of the team, identified as the "team coordinator." A report form and training will be provided by the Finance Committee to the team leader or team coordinator for this purpose.
2. It is understood that flexibility is required for trip expenditures. Therefore, three methods of payment for trip expenses are available. These methods are listed in order of organizational preference, with method a. the most preferred and method c. the least.
 - a. The team leader (or team coordinator) will write checks from his/her personal checkbook or make cash payments for all trip expenses and complete the report form. Upon return, the completed report form will be given to the HMMW Administrator, identifying all expenses, and full reimbursement will be made immediately.
 - b. The team leader (or team coordinator) will request an advance from the HMMW Administrator to cover some or all of the anticipated expenses during the trip. The remainder of the expenses will be paid with checks from his/her personal checkbook. Upon return, the completed report form will be given to the HMMW Administrator, identifying all expenses. The report will account for all of the advanced funds, and the team leader (or team coordinator) will return any excess funding or request reimbursement for any remaining expenditures.
 - c. The team leader (or team coordinator) may be added to the in-country checkbook signatory list. This method of payment is not preferred, since bank regulations require extensive documentation. Upon return the completed report form, identifying all expenses, will be given to the HMMW Administrator along with the in-country checkbook.
3. It is understood that the team leader will utilize HMMW guidelines when authorizing expenditures on behalf of an HMMW team. It is also understood the team leader may incur unforeseen expenses, in order to ensure the team's welfare and organization's mission.