



DragonBoatSA

Policy and Procedures

Subject REIMBURSEMENT POLICY

Subject No: DBSA 45

Issue No: 3

Date of Issue: AUG-18

There are many occasions costs are incurred when completing tasks for the association and this Policy covers the steps to ensure that approved expenses are reimbursed promptly and efficiently.

APPROVAL:

Approval should be sought from the Treasurer (minor expense) or the Board (significant expense) prior to any costs being incurred.

Minor maintenance costs can be approved by a maintenance committee member.

Definitions:

Minor Expense – Up to \$50

Significant Expense – Up to \$200

Major Expense – Above \$200

EXPENSE CLAIM:

The attached claim form should be completed in full and receipts attached.

POLICY REVIEW

This Policy will be reviewed annually to ensure that the document remains current, practical and relevant for DBSA. The next review date being August 2019.

Dated: 9 August 2018

Signed: _____

Chris Kelley
President DragonBoat SA



DRAGONBOAT SA

EXPENSE REIMBURSEMENT FORM

NAME:
DATE:
ITEM - DESCRIPTION:
COST:
EFT / CHEQUE:
EFT BANK DETAILS:
Account Name:
Account Number:
BSB:
RECEIPT/S ATTACHED:
SIGNATURE:
OFFICE USE ONLY
Date Reimbursed:
Treasurer's Signature:
Reference Number: