



POLICY: REIMBURSEMENT

Policy No	045	Issue	4
Date of Board Approval	23 January 2020	Scheduled review date	January 2021

Introduction

There are many occasions costs are incurred when completing tasks for the association.

Purpose

The purpose of this policy is to cover the steps to ensure that approved expenses are reimbursed promptly and efficiently.

Policy

Approval should be sought from the Treasurer (minor expense) or the Board (significant / major 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.



DRAGONBOAT SA EXPENSE REIMBURSEMENT FORM

NAME:	
CLUB:	
DATE:	
ITEM – DESCRIPTION:	
AMOUNT:	
Reimbursement by <input type="checkbox"/> EFT <input type="checkbox"/> CHEQUE:	
EFT Bank Details:	
Account Name:	
BSB:	
Account Number:	
Receipt/s attached:	
Signature:	

OFFICE USE ONLY
Date Reimbursed:
Treasurer's Signature:
Reference Number: