



POLICY: REIMBURSEMENT

Policy No	045	Issue	4
Date of Board Approval	8 December 2020	Scheduled review date	December 2021

Introduction

There are many occasions costs are incurred when completing tasks for DBSA.

Purpose

The purpose of this policy is to set out the steps required to ensure the process of approval required prior to expenses being incurred and approval for reimbursement.

Policy

Approval should be sought from the Treasurer (minor expense) or the Board (significant / major expense) prior to any costs being incurred. This must include details of expenditure costs and quote and or costing for significant and major expenses.

Definitions:

- Minor Expense – Up to \$50
- Significant Expense – Up to \$200
- Major Expense – Above \$200

Maintenance

For the purpose of maintenance expenditure, the Club Maintenance Delegate has the following options:

- Minor Expense – Up to \$50 - can transact without approval
- Significant Expense – Up to \$200 - contact the DBSA Board Maintenance Coordinator or Treasurer for approval
- Major Expense – Above \$200 - must be approved by the DBSA Board

EXPENSE CLAIM:

The enclosed Claim Form must be completed in full and receipts attached.



DRAGONBOAT SA EXPENSE REIMBURSEMENT FORM

Refer DBSA Policy #045

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

DBSA USE ONLY	
Date reimbursed:	
Treasurer's signature:	
Reference number:	