



POLICY: REIMBURSEMENT

Policy No	045	Issue			6
Board Approval	Oct 2022	Review cycle	2-yearly	Next review	Oct 2024

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 \$200
- Significant Expense – Up to \$500
- Major Expense – Above \$500

Maintenance & Equipment

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

- Minor Expense – Club Maintenance Delegate up to \$50 - can transact without board approval
- Minor Expense – DBSA maintenance portfolio lead up to \$150 can transact without board approval

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:	