

# St. Albert Pickleball Club Board Policies

## Financial

### Expense re-imburement

**Policy:**

SAPC will have a process and guidelines to reimburse members who incurred pre-approved expenses for purchases which served the needs of the club.

**Purpose:**

To have an efficient way to reimburse members for pre-approved out of pocket expenses incurred on behalf of the Club.

**Clarification:**

1. SAPC expects members to act responsibly and promptly when incurring costs on behalf of the club.
2. SAPC will reimburse members for reasonable expenses for activities approved by the board, or authorized by persons who have board-assigned budget responsibility within their job description. Persons with budget responsibility will have their own expenses pre-approved by the treasurer or president.
3. The treasurer will maintain a current list of persons who have been assigned budget responsibilities.
4. A picture of the receipts or a statement of the expenses incurred, pre-approved by a person who has board-assigned budget responsibility for the nature of the expenses, are required for reimbursement of all expenses.
5. Expenses must be submitted no later than 3 months after the expense was incurred, as an attachment to an email to the treasurer and cc'd to the person who has board-assigned budget responsibility for the expense.
6. The person who has board-assigned budget responsibility for the expense will confirm the authorization for the expense via email to the treasurer before re-imburement takes place.
7. Each receipt must state:
  - The nature and amount of the expense;
  - The name of the individual who incurred the expense;
  - The club activity that the expense was incurred for;
  - The name of the person, other than the person submitting the claim, who had authorized the expense.
8. The re-imburement will be in the form of an e-transfer from SAPC accounts, no later than 4 business days after the expenses were submitted to the treasurer.
9. No cash will be disbursed.
10. See the Financial controls policy for additional details, if travel is involved.

Approved: