SECTION 05

Reimbursement Policy

EXPENSE REIMBURSEMENT REQUEST FORM - PDF

BOARD OF DIRECTORS:

When reimbursing any member of the Board of Directors of Klahaya, the following policy is implemented:

1. Treasurer will provide a check not to exceed $500 payable to a board member for obtaining any necessary items/costs for Klahaya;
2. Within 48 hours after issuing of the check, the board member must provide the Treasurer all receipts reconciling the total check amount provided; and
3. No further checks will be provided until the prior check has been reconciled by the Treasurer.

VOLUNTEERS:

When reimbursing any Volunteer of Klahaya, the following policy is implemented:

1. Volunteer will submit the Klahaya's **Expense Reimbursement Request** form with the following or it will be returned:
   - **Copies ONLY** of receipts (no originals); and
   - Signature of the Board of Director who authorized these purchase(s)
2. The Reimbursement form and receipts may be submitted as follows:
   - Email: bookkeeper@klahaya.net
   - Placed in "Mail Box" on wall of Club at Front Desk
3. Must be received by **Thursdays**
4. Check will be postmarked on **Mondays**

The linked reimbursement request form follows on the next page in its original layout.

EXPENSE REIMBURSEMENT REQUEST

KLAHAYA SWIM TENNIS CLUB

DATE SUBMITTED:	
NAME:	

Receive Reimbursement Check by *(check one)* **:**

☐ mail delivery

☐ pick up at Club

Must be received by ***Thursdays***

Checks will be postmarked on ***Mondays***

DATE	PAID TO:	PURCHASED ITEMS:	ACTIVITY (i.e. Office, Swim Team)	AMOUNT
				$ -

APPROVED BY:	
DATE PAID:	
CHECK #:	

← ***Signature of authorizing Board Member***

RECEIPTS (COPIES ONLY - no originals) must be ATTACHED when submitting this form for payment - thank you.

Please email this form to:

bookkeeper@klahaya.net