

## **Fort Hunt Rugby**

### **Policy on Expenditures and Reimbursements**

As approved by the attending club membership at the annual general meeting on 27 October 2013:

#### **Approval Process**

All expenditure of Fort Hunt Rugby funds must pre-approved by the respective program commissioner (high school program, summer program), who will compare proposed expenditures against the approved annual club budget and consult with the club president.

Once approved by the program commissioner, all proposed expenditures will be decided by the club president, after review of the approved annual club budget and current spending.

Once approved by the club president, the club treasurer will work with the FHYAA treasurer to effect payment or reimbursement.

#### **Reimbursement**

Club expenditures may be for an invoice directly for a product or service, or for reimbursement.

Requests for reimbursement must use the Fort Hunt Rugby invoice form.

All requests for reimbursement must be fully itemized, listing items, services, taxes, shipping, and all applicable fees/payments.

All requests must be accompanied by legible, fully detailed and itemized receipts.

Request for reimbursement must be turned in not later than 60 days from the expense. Late submissions will not be honored.