



Expense Policy Agreement

The Club will reimburse expenses incurred by authorized individuals while on approved business for the Club. The policies for expenses include the following:

- Annually (June) individuals with the need to incur expenses on behalf of the club will complete the Expense Policy Agreement Form, and submit a signed copy to the Treasurer.
- The Treasurer will maintain a current year list of approved individuals, including their name, Club role, address, email, and phone.
- The Treasurer will only approve payment to individuals who have completed this form for the current year.
- Individuals must enquire of the President and Treasurer what expenses are refundable prior to incurring them.
- All expenses that exceed \$300 must have explicit written approval from the President and Treasurer prior to incurring the expense. Please advise by email to amandawright@kpmg.ca or griffinlabs@yahoo.ca.
- All invoices to be in the club name "Telemark Nordic Club"

Expense Claim Submission & Payment

- To claim expenses, approved individuals will forward the following to the Treasurer for review, approval, and payment:
 - o Scanned copy of the completed and signed Telemark Expense Form,
 - o Scanned copy of all receipts, and
 - o Copy of the completed Telemark Expense Form in Excel format.
- Expenses will be paid as follows:
 - o Submitted by 30th/31st → cheque issued 10th
 - o Submitted by 15th → cheque issued 25th

Member Details

| | |
|---------------|--|
| Name | |
| Club Position | |
| Address | |
| Email | |
| Phone | |

I, _____ acknowledge that I have read, understood, and will abide by the expense policies outlined above.

Signature

Date