
TNC-pol-92

Expense Policy Agreement

Purpose

To outline the criteria and process to reimburse expenses incurred by authorized individuals while on approved business for the Club.

Expense Policies

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 barry_g_allen@shaw.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

- Copy of the completed Telemark Expense Form in Excel format.
- Expenses will be paid as follows:
 - Submitted by 30th/31st → cheque issued 10th
 - 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