

5.v Financial Expense Claims Policy

Approved March 2022

Purpose: This policy addresses the reimbursement of expenditures made by a board or committee member on behalf of the Manotick Village & Community Association (MVCA) for an event or other association business.

Expense Claims:

- Authorization of budgeted expenditures of the Association rests with the Treasurer,
- Any expenditure greater than \$100 that is not included in the Association's annual budget or specific event budget must be pre-approved by the board,
- Receipt/proof of payment must accompany all Expense Claim forms when submitted to the Treasurer,
- Expense Claim forms may be submitted by hand, mail or email,
- Expense Claims shall be processed within 2 weeks of their submission,
- Committee or board members who use their personal office equipment to print approved MVCA event material may submit an expense claim for the printed materials at a rate of \$0.12 per page for black and white or \$0.40 per page for colour printing,
- There is normally no reimbursement for meals, alcoholic beverages, fuel, mileage or other similar expenses. Any exception to this policy must be pre-approved by the board, and
- This Policy shall be reviewed yearly.