

Tucker Optimist Club

Statement of Policy

1. Policy Name: **Reimbursement of expenses – out of pocket expenses**

2. Policy Effective Date: April 1, 2016

3. Policy Review Date (or “None”): Annually

4. Policy Expiration Date (or “None”): None

5. Policy Purpose/Objectives:

The purpose of this policy is to ensure that there is an amount of time to process and pay expenses incurred by members for club activities.

6. Persons/Programs to Which the Policy Applies:

This policy applies to all Tucker Optimist Club members.

7. Requirements to Satisfy the Policy:

This policy is satisfied under the following conditions:

- a. A member shall submit receipts for out of pocket expenses that he / she needs reimbursement for within two (2) weeks after the event.
- b. The expense will be approved by the President / treasurer within two (2) weeks of submission.
- c. Payment will be processed within one (1) week of approval.

8. Assistance/Resources Provided to Execute the Policy:

- a. Approval of the expense will be processed by either the President or Treasurer.

9. Policy Implementation:

- a. This policy is to be implemented as of the Policy Effective Date.

10. Consequences of Failure to Follow the Policy:

- a. If a Tucker Optimist Club member fails to submit the expenses / receipts within the specified period of time, the member will not be reimbursed.