

# RSPWDC Expense Reimbursement and Check/Cash Submittals Policy and Procedure

## Expense Reimbursement

Any expense submitted for reimbursement must be for an approved club event or on-going club business. The Rio Salgado PWDC Board of Directors must approve expenditures greater than \$50.00.

### General Information and Procedure:

1. All expenses must be submitted to the Club Treasurer utilizing the Club Reimbursement and Income/Donation Deposit Form (found on the Club's website or by contacting the club's treasurer).
2. Itemized expenses, along with all receipts, must be submitted within the current calendar year.
3. If the Club Treasurer has questions regarding submitted expenses, the Treasurer will seek clarification from the individual requesting reimbursement.
4. The Treasurer for discussion and consideration will submit any unresolved questions or submitted expenses not previously approved by a budget, or the club's Board of Directors, to the Board of Directors. The Board of Directors will have ultimate authority to approve or disapprove all expenses.
5. The club Treasurer shall reimburse all submitted expenses that are deemed correct within 30 days of submittal.

### Requirements:

1. Original receipts must be submitted.
2. Write the name of the event/reason for expense on top of the receipt(s) i.e., Water Trial, Supported Entry, Agility Fun Day, Equipment, Postage, etc.
3. Write the name of the person being reimbursed on the receipt (all requests for expense reimbursement must go through an event Chairperson).

#### *Tips:*

- *Make separate purchases for club items and personal items. Submit original receipt with appropriate form to the treasurer for reimbursement.*

