

POLICY TITLE – REIMBURSEMENT POLICY
POLICY SECTION - FINANCE
POLICY NUMBER - 02
DATE OF ORIGIN –
APPROVED BY - HMCI BOARD OF DIRECTORS -
REVIEW/REVISION DATE

POLICY STATEMENT – The HMCI Board of Directors believes that a Reimbursement Policy is essential to ensure a fair practice of expenses incurred during business activities.

PURPOSE – The purpose of the policy is to ensure control and compliance of the expenditures, as approved by the Board, per project.

PRINCIPLES

1. Determine who will be the project manager, responsible for the items needed for approved project.
2. The project manager may visit the retail store and ask for items to be put on a Purchase Order.
3. The project manager will then inform the Manager of the items placed on a Purchase Order.
4. The Manager will then pay and pick up the items on the company credit card.
4. Receipts handed in to the Manager will not be reimbursable.

approved