

Red River Nordic Ski and Biathlon Club

Financial Policy

Expense Reimbursement

Approved by the Board September 22, 2016

Background

Red River Nordic Ski and Biathlon Club (herein "RRN") is a non-profit sports organization run largely by volunteers. RRN employees no permanent staff and maintains no purchasing department. As such, volunteers often purchase goods and services on behalf of RRN for training, races, events, and other club activities.

Policy - Direct Out-of-Pocket Expenses

Direct out-of-pocket expenses will be reimbursed upon submission of a completed and signed cheque requisition form (<http://redriversnordic.ca/about.htm>), without limit, provided that all expenses totaling more than \$100 are pre-approved by the Board of Directors.

Receipts or other evidence of payment should be submitted with the cheque requisition form.

All expenses must be directly related to the provision of goods or services to RRN activities. The final decision as to whether or not expenses are valid resides with the Board, and the Board strongly encourages pre-approval of expenses.

Cheque requisition forms may be submitted at any time.

Reimbursement

Reimbursements are made by cheque from the club Treasurer, generally after a Board meeting.