

## **Policy for Financial Documentation and Reimbursement (11-14-2019)**

Leaders who collect money for Club events must document it. OCSJ trip/event expense reports (along with the sign-in sheet and receipts) must be submitted within 30 days of the end date of the activity. They must be sent to and be reviewed by the Activity Chair if a club-wide event, or the Activity Chair for a specific section event such as cross-country skiing or canoeing. After the appropriate Chairperson has ensured that the leaders are in compliance with policy the report will be sent to the Treasurer. All expense reports submitted by a member of the OCSJ Board will also be reviewed by the President. Any excess funds collected must be returned to the Club Treasury or the event participants.

Any request for funds from the Club more than \$25 must be approved by the Board before the expense is incurred. It should be submitted in writing on the Request for Funds form. Officers, Chairs, leaders, committee members, shall be reimbursed for reasonable out of pocket expenses incurred in conjunction with Club activities, which are adequately supported by receipts.