

Expense Reimbursement Policy

Policy Reference

Finance – Expense Reimbursement Policy

Policy Statement

This policy details the reimbursement of expenses.

Policy Details

Submission of expenses for reimbursement:

- The form for the reimbursement of expenses must be obtained from the BHA web site and filled out.
- The completed form along with the **original** receipts must be submitted to the Treasurer.

Review, approval and reimbursements:

- The Treasurer will receive the completed expenses form and receipts and approve that they are valid.
- If in doubt, the Treasurer will contact the requestor for clarification and/or bring the request to the Board for discussion and a decision.
- The Treasurer will issue reimbursement of expenses via cheque.
- Cash reimbursements will not be given.

Approval

By: BHA Board of Directors
Date: 20 March 2012