

Expense Reimbursement

For any personal reimbursement to be made, an “**Expense Reimbursement Form**” must be completed and given to the Treasurer for processing.

Reimbursements are made to members who make payments on behalf of the club from their personal finances.

It is a normal practice for members who perform tasks on behalf of the club to require a reimbursement for out of pocket expenses, however, it is not an expectation.

Reimbursements **must not** be given in cash unless authorized and then may only be done when the amount is under \$100.

The “Expense Reimbursement Form” can be downloaded from www.ifsc.org.au or obtained from the Treasurer.

Processing Steps

1. Complete “**Expense Reimbursement Form**” listing all amounts to be reimbursed.
2. Ensure you have selected the **preferred payment method** and given the required information.
3. Attach **receipts** for all expenses listed. Payments cannot be made without a receipt.
4. Submit to the Treasurer for processing.