

# PAPAMOA FOOTBALL CLUB – EXPENSE REIMBURSEMENT POLICY

## Policy

The club will reimburse members for expenditure incurred on behalf of the club, for which the club would otherwise have incurred for the purposes of its usual activities, subject to committee approval at all times.

## Purpose

To recognise that for costs associated with administering and operating the club it is often expedient for a member to initially incur an agreed club cost personally and seek later reimbursement.

Such reimbursement may also include travel costs relating to club activities, e.g. out of town meetings (WaiBOPFF pre and post season meetings, etc).

## Process

The person seeking reimbursement of club expenses will be required to submit an Expense Claim form (attached), including a description of the expenditure incurred, and copies of receipts where appropriate.

Travel claims will be based on a c/km rate as determined by the management committee. Travel reimbursements will only include mileage, and not accommodation, meals, or other items, unless specifically agreed by the committee in advance.

Any reimbursement, once validated and approved, shall be made to a nominated bank account only.

## Procedures

All expenditure for club purposes and for which reimbursement is sought shall be submitted on the agreed Expense Reimbursement Claim Form or the receipt is provided with the purpose noted and signed by the person making the claim for payment.

The claim form must be signed and contain a bank account number for electronic reimbursement.

Claims are subject to committee validation and approval.

Claims may be set off against other outstanding debt (e.g., subs, fines) at the discretion of the committee.

Reimbursements will only be made to a nominated bank account via the electronic banking process.

Reimbursement claims should be submitted monthly and within the season expenses were incurred.

Where a travel expense is agreed to be reimbursed, this will be based on a c/km rate, being half of the published IRD Tier One rate. The committee may in special cases further amend the rate of mileage reimbursement.

Approval Date: 19/11/2023

Approval Signature: 

Approval Name and Position: Rob Schoonderwoerd, Secretary

Ref: PFC P14

Review Date: 01/10/2025

