Expense Reimbursement Policy

NoteWorthy Singers (“Choir”)

Policy Overview

All expenses intended for reimbursement must be pre-approved, clearly documented, and accompanied by adequate supporting evidence. This process ensures that the Treasurer is able to provide monthly updates to the Executive Committee, as well as regular financial updates to the Board, including budget-to-actual variances and account balances.

Authorization

Expenses which are a budgeted item require the approval of the Treasurer alone for reimbursement. In cases where an unexpected expense arises, the proposed expense MUST be reviewed and pre-approved by the Executive Committee prior to proceeding with the expenditure.

Reimbursement Process

To be considered for reimbursement, allowable expenses must be submitted with detailed receipts within 60 days of incurring the expense. Any expenses submitted that have not received prior approval will not be reimbursed.