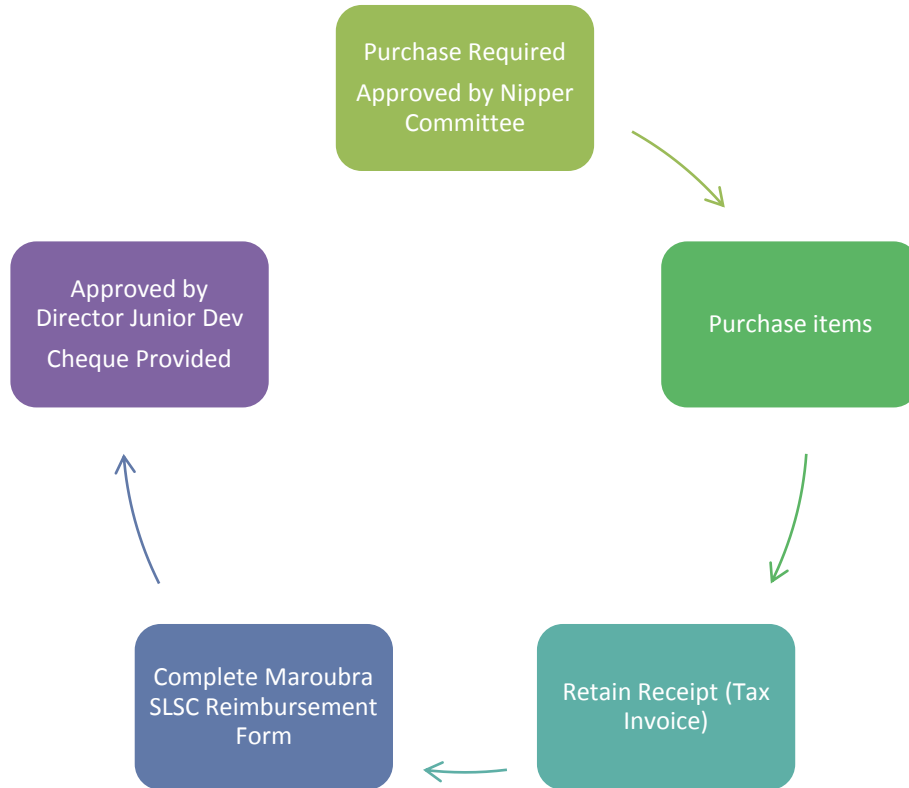


Expense Claim Policy

For out of pocket expenses



1. Purchase Required (approved by Nipper Committee)
2. Purchase items
3. Retain Receipt (Tax Invoice)
4. Complete Maroubra SLSC Reimbursement Form
5. Approval process (these should not be greater than \$500)
6. Cheque provided
7. Acquittal against budget

Expense Claim Policy

For out of pocket expenses

1. Purchase Required
It has been identified that there is a need to purchase equipment required by the Junior Development activities. These will be small items that cost less than \$500.
2. Purchase Items
Items purchased by a Nipper Committee Member using own money or a nipper parent.
Note: purchases must be endorsed by the Director Junior Development.
3. Retain Receipt (Tax Invoice)
A written receipt for the purchase must be obtained. This can be hand written or an electronic document and must show the items purchased and the cost (inc. GST)
4. Maroubra SLSC Reimbursement Form
A Maroubra SLSC Reimbursement Form must be completed and submitted along with receipts to the Director Junior Development (less than \$500) or another member of the Maroubra SLSC BOM. These forms are available on the surf clubs web sites.
5. Approval process
 - a) For reimbursement under \$500, these will be approved by the Director of Junior Development or another member of the Maroubra SLSC BOM.
 - b) For reimbursement greater than \$500 should be completed following the Purchase Order process.
6. Payment
Payment to the claimant will be via cheque only.
7. Acquittal against budget
The Nippers Treasurer will then acquit the reimbursement against the budgeted item.

Note: Nipper Committee has been used as common term rather than Maroubra SLSC Junior Development Committee.