

## **CSTC Reimbursement Policy**

A significant portion of the expenses of the CSTC are paid for by the directors of members of the club and must be reimbursed. It is critical for good governance and to meet audit criteria that everyone due for reimbursement follows this policy.

The CSTC expense form is available in electronic format. It is best to fill one out and email to the treasurer so that a cheque can be prepared in advance. The club member submitting the receipts should also make a printed copy at this time.

Expense forms must clearly indicate which program, event or project each receipt is for.

The treasurer will prepare a cheque, have it signed and pass the cheque to the individual being reimbursed in exchange for a printed copy of the expense account with the original receipts attached or copies of those receipts.

This policy does not apply to non members or contractors who must prepare an invoice for payment.