

The Trail and Enduro Motor Cycle Club of Western Australia (Incorporated)

Club By-Laws

BY-LAW 6: Claims for Re-imbusement of Expenses

(Reference: Constitution Clause 5.2)

Adopted: Board Meeting - 1st December 2022

- 6.1 Club members who spend their own money to purchase equipment and services for the club will be entitled to re-imbusement.
- 6.2 The purchase must be approved by Board of Directors.
- 6.3 The club member must present the claim on the appropriate claim form which the board will authorise from time to time. Claim Form is available from Club Executive.
- 6.4 To enable the Treasurer to keep accurate books, the claim form should indicate which event or function the expense was for. (eg. Club Property; XXXX Event; Fuel; AGM Catering etc.)
- 6.5 All claims must be accompanied by evidence of the expenditure before being approved for payment. Evidence may be in the form of receipt, bank statement, paid invoice or any other form acceptable to the Treasurer / Board.
- 6.6 Claims must be forwarded to the Club Treasurer who will check validity or present to the Board of Directors for approval.

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