

KLAHAYA SWIM & TENNIS CLUB

REIMBURSEMENT PROCESS

BOARD OF DIRECTORS:

When reimbursing any Board of Director of Klahaya, the following policy is implemented:

1. Treasurer will provide a check not to exceed \$500 payable to the respective Board of Director for use in obtaining any necessary items/costs for Klahaya;
2. 24 - 48 hrs after issuing of the check, the respective Board of Director is to provide the Treasurer with all receipts reconciling the total check amount provided; and
3. No further checks will be provided until the prior check has been reconciled by Treasurer

VOLUNTEERS:

When reimbursing any Volunteer of Klahaya, the following policy is implemented:

1. Volunteer will submit the Klahaya Expense Reimbursement Request form (<http://klahaya.net/Portals/6/EXPENSE%20REIMBURSEMENT%20REQUEST%20-%20Klahaya.pdf>) with the following:
 - a. Copies of receipts; and
 - b. Signature of the Board of Director who authorized these purchase(s)
2. The Reimbursement form and receipts may be submitted as follows:
 - a. Email: treasurer@klahaya.net; or
 - b. Fax: 1-800-862-7450 (no cover sheet required); or
 - c. Left at the Club's Front Desk
3. Once Treasurer has received the request for reimbursement, a check will be issued to the respective Volunteer within 24 hrs and available to pick up at the Club's Front Desk.