



**REIMBURSEMENT POLICY**

To claim expenses incurred by you on behalf of the Club, please follow these instructions:

- \* Complete the *REIMBURSEMENT CLAIM FORM* below with full details.
- \* Attach all receipts to this form. (Can be originals or copies)
- \* Forward to Club Treasurer for payment.

The form should show total expenses incurred. **DO NOT** deduct those expenses from any amounts owed to the Club by you, which **MUST** be paid in full.

**REIMBURSEMENT CLAIM FORM**

*CLAIMANT DETAILS:*

Full Name: \_\_\_\_\_

- I wish to be reimbursed for the full amount claimed below.
- I wish to donate my expenses back to the Club for administration purposes.
- I wish to donate my expenses back to the Club for Fundraising purposes.
- I wish to donate my expenses to the Zonta International Foundation.

*CLAIM DETAILS:*

Name of Event/Activity: \_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_

Total Amount Claimed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TREASURER'S USE ONLY*

- Donation in kind. Information filed for future reference.
- Donation to ZIF. Recorded for payment in March.
- Reimbursement. Cheque issued.

Cheque #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount: \_\_\_\_\_