

Carman Minor Baseball

Policy and Procedures Manual

Subject: Personal Expenses and Reimbursement

Number: 001

Approved: March 9 2023

Revised:

Policy:

That all requests for reimbursement of personal expenses on behalf of CMB be submitted with receipts on the "Request for Cheque" form.

Procedure:

- 1) All personal expenses are out of pocket initially. Reimbursement will be made as soon as a "Request for Cheque" form is completed with a receipt attached and submitted to the Treasurer of Carman Minor Ball. (see forms)
- 2) Any major expense which is in excess of \$ 500.00 requires the approval of the Executive Board at a regular board meeting.