

BHA Procedure: FINANCE – EXPENSE REIMBURSEMENT

DATE APPROVED: MARCH 20, 2012

Applicability

This procedure details the reimbursement of expenses.

Procedure

- 1) Submission of expenses for reimbursement:
 - a) The form for the reimbursement of expenses must be obtained from the BHA web site and filled out.
 - b) The completed form along with the **original** receipts must be submitted to the Treasurer.
- 2) Review, approval and reimbursements:
 - a) The Treasurer will receive the completed expenses form and receipts and approve that they are valid.
 - b) If in doubt, the Treasurer will contact the requestor for clarification and/or bring the request to the Board for discussion and a decision.
 - c) The Treasurer will issue reimbursement of expenses via cheque.

Supporting Documents

- 1) Related BHA Policy
 - a) Finance – Purchasing Policy
- 2) Related BHA Constitution & Bylaws
 - a) Bylaw 1.9
- 3) Related BHA Forms
 - a) Expense Claim Form

Review Schedule

Procedure Adopted:	March 28 2022
Procedure Owner:	Treasurer
Next Review Scheduled:	April 2023

Version History

Date	Version Number	Details
March 12, 2012	1.0	Initial Approval
March 28 2022	1.1	Formatting Change