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| Policy Number | MSLS003 |
| Date Issued |  |
| Approved/Endorsed By | MSLSC Executive Management Committee |
| Review Date | 01 July, 2019 |

**PURPOSE**

To outline the procedure for reimbursement of members for out of pocket expenses incurred during various club activities and/or approved items purchased on behalf of MSLSC.

**SCOPE**

Members, volunteers or employees who have approval to purchase items for MSLSC.

**POLICY**

**For the member to receive reimbursement of out of pocket expenses prior approval and notification should be received from the Executive Management Committee.**

The following items may be approved for reimbursement by the Executive Management Committee;

* Fuel for travel expenses in a private vehicle to an SLSQ carnival or event outside of the Sunshine Coast Branch area if towing a MSLSC craft trailer.
* Fuel when a private vehicle is used to conduct approved business on behalf of MSLSC
* Materials or products purchased on behalf of MSLSC
* Approved repairs to MSLSC property that are paid for by the member
* Other Executive Management Committee approved out of pocket expenses incurred in the service of the club (BBQ items, drinking water, away from MSLSC repairs)

All claims for reimbursement must have proof of purchase (Receipts) and be submitted to the Life Saving office on the MSLSC Reimbursement form (See attached) within 14 days of return to the Sunshine Coast.

Executive Management Committee member must refer to the Financial Operational Delegation Policy MSLS001 for amounts that can be endorsed prior to approval.

**Associated Documents**

* [*MSLSC Maintenance Request Form*](file:///\\Server\MSLSC\Office%20Admin\Forms\Forms%20&%20Policies\NEW%20FORMS\FRM006_ExpensesReimbursementForm_V1.pdf)