

Peterborough New Horizons Bands (PNHB)

Procedure for Claiming Expenses

Effective as of January 12, 2011

- a) all expense claims must fall under one of the categories in the board's annual budget
- b) all expense claims of over \$100.00 plus tax must be approved by the board
- c) expense claims of under \$100 plus tax may be approved by the President or Treasurer
- d) expense claims must be submitted to the Treasurer using a completed PNHB Request for Payment of Reimbursement form (available from the Treasurer)
- e) expense claims must include appropriate receipts

Date Issued _____

Signed _____
Secretary