



Expense Reimbursement Policy

The following are guidelines for personal expense reimbursement.

All expense reimbursement requires prior approval by a Board member or immediate supervisor.

Supply and Operational Expenses

Purchases made on behalf of Picton Golf & Country Club that have been paid personally will be reimbursed following submission of an "Expense Report" form.

Travel and Meal Reimbursement

If Employees, Game Captains, or Board Members are required to travel outside of Prince Edward County for business on behalf of Picton Golf & Country Club, reasonable travel and associated expenses, as agreed upon, will be reimbursed. Program or session fees, including meals up to \$25.00 per meal will be reimbursed. Alcohol and golf fees are NOT included.

For travel outside of Prince Edward County, mileage will be reimbursed at the rate of \$0.54 per kilometer. All travel distances will be based on starting at, and returning to Picton Golf & Country Club.

Submission of Expenses

All expense claims are to be submitted on an "Expense Report" form for approval to the immediate supervisor and/or Board member.

The signed "Expense Report" is to be forwarded to the accounting department for processing.