

Made by: Timothy Tan (Treasurer)

(HR) Reimbursement policy

Article X:

XX.X To the active members, an expense reimbursement will be provided, in accordance with the 'Reimbursement policy.

(APARTE DOC) Reimbursement Policy

Article 1: Purpose and Scope

1.1 This policy outlines the guidelines and procedures for the declaration of expenses incurred by active members of the association. It aims to ensure transparency, accountability, and responsible financial management within the organization.

Article 2: Definitions

2.1 **Association:** Refers to Asian Borrel Club, the entity for which these guidelines are established.

2.2 **Active members:** Individuals who are employed by the association and who have signed an agreement according to the House Rules.

2.3 **Expenses:** Financial outlays made by active members on behalf of the association, which are eligible for reimbursement.

Article 3: Eligible Expenses

3.1 The association will reimburse reasonable and necessary expenses that are directly related to the fulfillment of official duties and responsibilities, provided they adhere to the association's policies and procedures.

3.2 Eligible expenses may include, but are not limited to, travel expenses, conference or seminar registration fees, office supplies, and other expenditures directly related to association goals.

3.3. The travel expenses will be capped at a maximum of €10.

3.4. In instances of uncertainty regarding the eligibility of a claim for compensation, said claim shall be represented to the Audit Committee for their consideration and approval.

Article 4: Declaration Process

4.1 active members who wish to be reimbursed for eligible expenses must submit a completed and signed expense declaration form to the current treasurer within 3 weeks of incurring the expenses.

4.2 The expense declaration form should include detailed information about the expense, including date, description, purpose, and amount. Supporting documentation such as receipts, invoices, and proof of payment must also be attached.

Article 5: Review and Approval

5.1 The treasurer will review each submitted expense declaration form and supporting documents to ensure compliance with the association's policies and procedures.

5.2 Expenses exceeding €100 require additional approval from the Audit Committee before they can be considered for reimbursement.

Article 6: Reimbursement Process

6.1 Approved expense reimbursements will be processed in a timely manner and disbursed through the association's established payment methods.

6.2 Reimbursements will be made according to the association's financial regulations and in accordance with applicable tax laws.

Article 7: Recordkeeping

7.1 The treasurer will maintain accurate and organized records of all submitted expense declaration forms, supporting documents, approvals, and reimbursement transactions.

7.2 These records shall be retained in accordance with the association's document retention policy.

Article 8: Review and Amendments

8.1 These guidelines will be subject to periodic review by the association's supervisory board (including the audit commission) or governing body to ensure their continued relevance and effectiveness.

8.2 Amendments to these guidelines may be proposed and adopted through the association's standard governance processes.

Article 9: Compliance and Consequences

9.1 Non-compliance with these guidelines may result in delays or denial of reimbursement for submitted expenses.

9.2 In cases of repeated or intentional non-compliance, appropriate disciplinary actions may be taken in accordance with the association's House Rules.

Name: David Law

Function: President

Signature date: 06-09-2023

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Ying Yang

Name: Ying Yang

Function: Head of Marketing

Signature date: 14-09-2023

A handwritten signature in black ink, appearing to be 'YY' with a large loop and a horizontal stroke.

Name: Samantha Schoolcraft

Function: Head of Introduction

Signature date: 14/9/23

Name:

Function:

Signature date:

Name:

Function:

Signature date: