

Victoria Bay Expense Reimbursement Policy

1. Expense Submission Deadline

Expenses must be submitted to the Treasurer at the address below, using the reimbursement request form in attachments "A" within 30 days of incurring the expenses. If you are unable to meet this deadline, you are responsible for contacting the HOA Treasurer and/or HOA Board President to inform them of the timing and approximate amount of your expense within the time line and request an extension.

Treasurer, Victoria Bay HOA
C/O Jorel Association Management
PO Box 2191
Davidson NC 28036

2. Expense Approval Amounts

Expenses under this policy are meant to cover casual expenses that arise under the normal operations of the association. Budgeted items that are planned in advance should be submitted to the board for consideration 10 days in advance of the next board meeting. A budget spending request is provided as attachment "B" to this policy.

Preliminary approval for all reimbursable expenses must be received prior to incurring said expense as outline below.

Preliminary Approval Delegation

- Committee Chairman - \$20.00
- Board Member - \$50.00
- Board President or Treasurer - \$100.00
- Board President and Treasurer - \$250.00
- Board President, Treasurer & One other Board Member - \$500.00
- Any amount over \$500.00 requires full Board vote

All reimbursement requests must be approved by the Treasurer before payment is made.

**Attachment A
Expense Reimbursement Form**

Name		Phone	
Address		E-Mail	

Please list expenses below along with the reason for the expense and who granted preliminary approval for the expense. Please attach all receipts to this form and mail to:

Treasurer, Victoria Bay HOA
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PO Box 2191
Davidson NC 28036

Expense Date:	Reason for expenses:	Amount of expense:	Who approved the expense:	Notes:
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		

Total Reimbursement: \$_____

I certify that all expenses listed above were incurred for the benefit of the Victoria Bay HOA and I am requesting to be reimbursed for these expenses.

Signature _____ Date: _____

**Attachment B
Expense Budget Request Form**

Name		Phone	
Address		E-Mail	
Committee Assignment		Committee Chair Approval	
Request for expenditure: <i>Be as detailed as possible about why you would like the board to approve this request.</i>			

Please provide a complete budget below. Attach any quotes or supporting documentation and mail this form to:

Treasurer, Victoria Bay HOA
C/O Jorel Association Management
PO Box 2191
Davidson NC 28036

If exact amounts are unknown then please list a "not to exceed" amount.

Item	Reason for expenses:	Amount of expense:	Will this become an asset of the HOA:	Notes:
		\$		
		\$		
		\$		
		\$		

Attach additional sheets if needed.

Total request: \$ _____

I certify that all expenses listed above will be incurred for the benefit of the Victoria Bay HOA and I am requesting approval for these budgeted amounts.

Signature _____ Date: _____