

Pacific Heights PAC

Expenses and Reimbursements Policy



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This policy is effective immediately and will be reviewed periodically to ensure it meets the needs of the PAC and complies with any regulatory requirements and best practices. Any questions regarding this policy should be emailed to treasurer@pacifichightspac.com

Expense Approval

- All expenses, including operational expenses, must receive written approval from the PAC executive team including the Treasurer before they are incurred. Any expenses made without prior approval will not be eligible for reimbursement.
- The PAC requires that all operational expenses be purchased from the most cost-effective source to ensure responsible use of funds.

Submission of Expense Claims

- Individual digital receipts for all expenses must be **emailed** to treasurer@pacifichightspac.com
- Paper receipts will no longer be accepted.
- Paper receipts can be safely discarded once the Treasurer has processed the payment.

Payment Processing

- The Treasurer(s) will aim to process all payments by Friday provided the claims are submitted by Wednesday evening of the current week. However, due to operational constraints, there may be delays of up to 2 weeks. These delays will be minimized as much as possible and discussed in advance to reduce any financial stress on claimants.

Preferred Payment Methods

- E-transfer payments are the preferred method for both internal and vendor expenses due to their efficiency and security.
- Cheques will be issued only when e-transfer is not possible. All cheque payments require the payee's endorsement before cashing.
- Any cheques not cashed within 6 months will be considered stale dated and require PAC Executive approval before being reissued.

Compliance

- All members must comply with this policy to ensure the PAC operates efficiently and responsibly.
- Failure to adhere to this policy may result in delays or denial of expense reimbursements.