



TYROL EXPENSE REIMBURSEMENT PROCEDURE

1. Obtain Tyrol Expense Form (available in this folder and also on the website at tyrolskiclub.com)
 2. Complete the Tyrol Expense Form as follows (light grey areas need to be filled out):
 - Name
 - Address (if first time for expense reimbursement)
 - Date of Receipt/Invoice, other voucher
 - Receipt No.: Number your receipts
 - Description of goods purchased/services performed
 - GL coding: Select from the drop down list
 - Amount of the total receipt
 - Note: If receipt not available (i.e. laundry mat) please note as such in the description field.
 3. Print the Tyrol Expense Form.
 4. Sign the Tyrol Expense Form: Upper right hand column of the expense form.
 5. Attach receipts (in receipt number order), staple to the Tyrol Expense Form or include image under "invoice" tab in same excel document.
 6. Mail hard copy of the Tyrol Expense Form and receipts directly to:
 - Tyrol Ski & Mountain Club at #142-901 3rd St W, North Vancouver, BC V7P 3P9
- Or
- Email a signed and scanned copy to: treasurer@tyrolskiclub.com
7. The Operations Director is responsible for advising members (i.e. that paid for expenses at the Tyrol Work Weekends) of the Tyrol Expense Form and Tyrol Expense Reimbursement Procedures.
 8. Following the above procedures is the most efficient way. Your participation and adherence to these procedures is appreciated.



TYROL SKI & MOUNTAIN CLUB EXPENSE REIMBURSEMENT FORM

CHEQUE #

Name:

Signature:

Address:

Period Ending

Date (Month):

Date (M/D/Y)	Receipt No.	Description	GL Coding	Amount	GST	PST	Net
	1					0	-
	2					0	-
	3					0	-
	3					0	-
	4					0	-
	5					0	-
	5					0	-
	6					0	-
	7					0	-
	7					0	-
	8					0	-
	9					0	-
	9					0	-
	10					0	-
	11					0	-

Approval:

Signature:

Date:

GLCODE LIST	476 Social Revenue	554 Recruitment	750 Supplies	743 Lodge Maintenance
	576 Social Expense	556 Appreciation Gifts	520 Postage /Courier	747 Ground Maintenance
	510 Newsletter	561 Property ReZoning	762 Telephone	790 Marketing
	524 Directors Meetings	558 AGM Expenses	768 Caretaker Relief	xxx Capital Purchase
	553 Membership Invoices	559 Miscellaneous	741 Work Weekend Expenses	