

Conejo Chinese cultural Association ( "CCCA" ) 康谷華協

Thousand Oaks Chinese School ( "TOCS" ) 千橡中文學校

Parents Volunteer Association ( "PVA" ) 家長會

## Expense Reimbursement Policy

Use conservative judgment in incurring expenses on behalf of CCCA and its related entities (i.e. PVA and TOCS). You are responsible for your own expenses and for the expenses of others that you approve for reimbursement. You may adopt more stringent policies for your teams, and if you do so, you should communicate and enforce those policies. If you have questions regarding this policy, please contact the President of CCCA/PVA, Principal of TOCS, and/or Treasurer of CCCA/TOCS/PVA.

1. Due Diligence – all expenses incurred must be for valid business purposes, within budget, managed to a reasonable cost. Please ask for your spending budget amount if such amount was not given to you along with the task/assignment.
2. Internal Control – when submitting expenses for reimbursement, please include all the necessary expense receipts, vendor invoices, purchase order, and/or other supporting documentation. The expense reimbursement form must be legible and filled out clearly with the amount of actual expenses incurred. **Please note that an estimated amount or an amount of future spend will not be reimbursed under any circumstances.** Before you turn in the expense reimbursement form, please make sure it is properly approved by your manager (e.g. general manager for CNYP, general manager for annual Field & Track, etc.). When in doubt, please ask the person who assigned the task to you initially.
3. **Under no circumstances you would initiate any payments (e.g. EFT) without A). a written approval; and B). a written advance notice to Treasurer.**

Drafted by: Jennifer Wu

Reviewed and Approved by:

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