

Lehigh Valley Kayak and Canoe Club Trip Reimbursement Policy

Purpose: To help facilitate Lehigh Valley Kayak and Canoe Club group trips that require significant deposits for accommodations to be made well in advance of the timing of the trip.

Procedures:

- 1) The Executive Board shall approve a budget amount for club trips requiring significant advance payment for accommodations.
- 2) The individual trip coordinator shall submit to the treasurer a request to pay any advance deposits required in order to secure a reservation and allow the trip to proceed. This request shall be accompanied by all pertinent paperwork from the vendor. The treasurer shall then cut a check to the third party vendor and establish a separate account in the club's records identifying the specific trip and the amount due from that group. The treasurer may use the club credit card in lieu of a check if required by the vendor.
- 3) All payments by trip participants for their deposits, using either the Paypal account or check, must be clearly identifiable by the treasurer as trip payments and state the trip for which the payment is being made.
- 4) All receipts by the club shall be used first to offset the original amount due from the group for that specific trip. If the deposits received exceed the original amount expended by the club, the treasurer shall refund the excess amount to the trip coordinator at the conclusion of the trip or when final payment is due.
- 5) It is up to the individual trip coordinators to maintain records on exactly who has signed up, how much they have paid in, etc. The treasurer is only responsible for accounting for the total dollars collected and paid out per trip.
- 6) The trip coordinator is responsible for remitting to the treasurer for deposit in the club checking account the total amount due as soon as it has been collected from trip participants, or within one week of the conclusion of the trip.
- 7) This policy applies only to trips requiring significant deposits for accommodations well in advance of the proposed date of the trip and is the only involvement the club has with individual club sponsored trips.
- 8) The club check book or credit card will be used only for the payment of advance deposits. Other expenses for trips shall be handled by each individual trip coordinator and participants with no involvement by the club.

Approved by the Lehigh Valley Kayak and Canoe Club Executive Board January 6, 2018

Linda A. Martin President

Effective Date of Implementation November 1, 2018

Amended: 3/1/2018