



ALBURY SKI CLUB REIMBURSEMENT POLICY

AIM

To ensure that the reimbursement policy followed by the Albury Ski Club is in compliance with the Albury Ski Club Constitution and sound business practice.

POLICY

1. Accommodation refunds.
 - Requests for refunds must be received in writing by the relevant Booking Officer. If the refund is accepted the Booking Officer will notify the Treasurer in writing of the amount to be refunded. An email is accepted as in writing.
 - Summer bookings receive a full refund, excludes Victorian and New South Wales long weekends, festival weekends Christmas and New Year
 - Winter bookings receive a pro rata refund, as per the booking guidelines, depending on how long in advance the booking was cancelled.
 - Winter bookings cancelled for medical reasons receive a full refund.
 - All accommodation refunds are at the Booking Officer's discretion.
 - Requests for refunds outside the guidelines can be discussed at committee level.
2. Administration Refunds
 - The Treasurer approves refunds where members have been charged twice by incorrect use of the website.
3. Refund of Expenses Incurred on Behalf of the Albury Ski Club
 - It is accepted that members are often required to make purchases on behalf of the Albury Ski Club for which they will be refunded. See Purchasing Policy.

REFUND METHOD

All payments by the Albury Ski Club require 2 signatures.

Refunds are only paid to the payment card used to make the booking.

Refunds can be made in 3 ways;

1. By direct deposit into the Members bank Account. All electronic payments out of the Albury Ski Club account require 2 signatures.
2. By cheque. All cheques require 2 signatures.
3. By refunding the credit card used to make the payment that is being fully or partially refunded. In the case of a credit card refund, a credit card refund list is prepared. This list is signed by 2 signatories of the bank account. The list is kept on file. The credit card repayments are then made.