MASON CITY YOUTH HOCKEY ASSOCIATION

Expense Reimbursement Policy

Purpose
The purpose of this policy is to establish consistent procedures for the authorization, purchase, and reimbursement of expenses incurred on behalf of the Mason City Youth Hockey Association (MCYHA). The Association is committed to responsible financial stewardship and ensuring Association funds are used appropriately and transparently.

Eligible Individuals
- Board Members
- Coaches
- Team Managers
- Tournament Directors
- Youth Director
- Committee Chairs
- Other volunteers or members specifically authorized by the Board or Finance Committee

Eligibility does not guarantee reimbursement. All expenses must comply with this policy.

General Policy

MCYHA's preferred method of purchasing goods and services is through Association-issued payment methods whenever practical.

- Purchases should be made directly by the Treasurer or President using an Association credit card whenever feasible.
- Individuals should avoid using personal funds whenever possible.
- Only when an Association purchase cannot reasonably be completed using an Association payment method may an individual request reimbursement.

Pre-Approval Requirement
All reimbursable expenses require written pre-approval from the Finance Committee before any purchase is made.

1. Complete an MCYHA Expense Pre-Approval Request Form.
2. Include a description, purpose, vendor (if known), estimated cost, and budget category/event.
3. Submit the request to the Finance Committee.
4. Receive written approval before making the purchase.

Expenses incurred without prior written approval are not guaranteed reimbursement and may be denied.

Approved Purchases

- Purchases must remain within the approved amount.
- Any increase above the approved amount requires additional written approval.
- Only approved items may be purchased.

Reimbursement Process

- Completed Expense Reimbursement Request Form
- Original itemized receipt(s)
- Proof of payment if requested
- Copy of Finance Committee written approval

Incomplete submissions may delay reimbursement.

Payment Timeline

Approved reimbursements will generally be processed during normal payment cycles. Please allow up to 30 days from receipt of all required documentation for reimbursement.

Non-Reimbursable Expenses

- Personal items
- Late fees or finance charges
- Purchases exceeding approved amounts
- Purchases made without required pre-approval
- Expenses without itemized receipts
- Expenses not directly related to Association business

Responsibilities

- Exercise prudent spending.
- Seek the best value.
- Maintain accurate documentation.
- Submit requests promptly.
- Follow all MCYHA financial policies.

Exceptions

Any exception to this policy requires prior written approval from the Finance Committee.

Administration

The Finance Committee is responsible for administering this policy. The Board of Directors reserves the right to amend this policy at any time.

Expense Pre-Approval Request Form

Please complete all applicable fields.

Requestor Name	
Position/Role	
Team/Committee	
Date Submitted	
Description of Purchase	
Purpose of Expense	
Vendor	
Budget Category/Event	
Estimated Cost	
Reason MCYHA Credit Card Cannot Be Used	
Finance Committee Decision (Approved/Denied)	
Approved Amount	
Approval Date	
Finance Committee Representative Signature	

Approvals / Notes

Expense Reimbursement Request Form

Please complete all applicable fields.

Requestor Name	
Position/Role	
Team/Committee	
Date of Purchase	
Approved Amount	
Actual Amount	
Receipt Attached (Yes/No)	
Finance Committee Approval Date	
Payment Method Requested	
Treasurer Review	
Payment Date	
Check/EFT Reference	
Treasurer Signature	

Approvals / Notes