



Wilkinson School Community Council

Expense Reimbursement Policy

No member or officer of the Council will be paid for serving on the Council.

Members, officers, volunteers, and staff will be reimbursed for expenses incurred in Council approved projects. Reimbursement occurs only on pre-approved expenditures.

For expenses which fall outside of the approved budget, two members of the Executive may approve expenses under \$150. Expenses over \$150 must be approved by the Council using the General Funding Request Form (found on the [forms page](#) of our Website). In time-sensitive cases where items need to be purchased before they can be approved by Council at the next meeting, two members of the Executive may approve expenses over \$150 via email.

In order to update this policy, copies of the proposed amendments should be circulated to the membership at least 10 days before the meeting when voting takes place.

Decisions must be made by a majority vote of 2/3 of those present.