



## **Sussex Golf and Curling Club Policy: Expenses Incurred on Club Business**

**Purpose:** To provide guidelines for employees and volunteers for compensation of approved expenses incurred while representing the Club.

**1.0 Eligible Expenses:** The Club will pay accommodations, mileage, and meal expenses in accordance with the National Joint Council Policy [Appendix B](#) (Kilometric Rates) & [Appendix C](#) (Allowances). No employee or volunteer will be reimbursed for the purchase of alcoholic beverages.

**2.0** All expenses must be approved by the General Manager. The GM's expense must be approved by the Club President.

**3.0 Administration of the Policy:** This policy will be administered by the GM.

**4.0 Policy Review:** This policy will be reviewed as required by the Board of Directors.