

Reimbursement for a club related expense

YOU NEED TO SUPPLY 3 DOCUMENTS COMBINED INTO 1 PDF DOCUMENT TO RECEIVE YOUR REIMBURSEMENT

1. The **Club Payment Form**.
 - Make sure to include the expense code.
2. Meeting minutes with a motion number for the expense and the amount or an amount you all agree to spend up to.
3. Receipt / Proof of purchase

Steps

1. Have a **meeting before purchase** to pass a motion for the expense that a committee member is going to pay for.
 - However, if there wasn't time for one you can host the meeting post payment.
2. Ensure all details are correct. That your **correct bank details** are on the club payment form.
3. Once you have all documents, combine them all in PDF format and send them to **MONSU**.
4. If all the documentation is correct the club coordinator will pass the information onto the finance officer and they will usually confirm the reimbursement to be made by the end of that week.

INCOME CODES

4-2140	Event Income
4-2165	Fundraising Income
4-2282	Membership Income
4-2330	Sponsorship Income
4-2340	Merchandise Income

EXPENSE CODES

6-2010	Advertising & Promotion / Branding (Showbags etc.)
6-2020	Catering Expenses
6-2030	Merchandise Expenses
6-2040	Prizes & Rewards
6-2050	Fundraising Expenses
6-2060	Professional Membership
6-2070	CAV Annual Fee
6-2080	Function / Event Expenses including: Decorations, Performers & Entertainment, Security, Venue Hire, Printing, Equipment Hire, Stationery related to function

CLUB CODES

C9415	Peninsula Society of Teachers
C9620	Monash University Nursing & Midwifery Society (MNMS)
C9635	Saudi Association of Monash (SAM)
C9643	Monash University Paramedic Society (PARASOC)
C9646	Monash University Physiotherapy Society (MUPS)
C9650	Monash Green Thumbs Club
C9655	Peninsula Society of Music
C9663	Society of Occupational Therapy (SOOT)
C9670	HongKostralia