

EXPENSES POLICY

All expenses must be submitted to the FREDs Treasurer in a timely fashion and not more than ONE MONTH after the expense was incurred. Claims received more than one month after the expense was incurred may not be authorised for payment.

All expenses should be agreed with the FREDs Treasurer / FREDs Chair prior to purchase.

Expense claims can be submitted by email or WhatsApp.

Receipts must be provided where applicable – a photograph via WhatsApp is acceptable.

After approval of the expenses payment will be made by bank transfer.

Date: August 2023