



DSYSA Baseball & Softball Expense Policy

PURPOSE:

The purpose of this expense policy is to establish guidelines and procedures for requesting and approving reimbursements for expenses incurred by members of DSYSA Baseball & Softball on behalf of the organization.

SCOPE:

This policy applies to all members of DSYSA Baseball & Softball including but not limited to volunteers, coaches, and staff, who incur expenses related to their duties within the organization.

POLICY:

1. Approval Process:

- All expenses must be **pre-approved** by the appropriate authority before they are incurred.
- Each arm (Rec Baseball, Rec Softball, Select Baseball, Select Softball) must submit their expense request form detailing the budget for the line item, the current ask (spend), past spends (if unknown, the treasurer can provide), and any future spends they plan to have for that item.
- Budget approval up to \$1,000 can be granted by the respective committee (finance, executive, and competition).
- The treasurer and president can approve items up to \$2,500.
- Any expense exceeding \$2,500 requires approval from the umbrella board.

2. Expense Documentation:

- All expenses must be supported by original receipts or invoices along with the original expense approval. All expenses need to be reported to finance committee, regardless of amount, within 30 days of incurring the expense.

- The receipts must clearly indicate the date, vendor name, items purchased, and total amount.
- In the absence of a receipt, alternative documentation may be accepted, subject to approval by the finance team.

3. **Submission of Reimbursement Requests:**

- Reimbursement requests must be submitted on the designated reimbursement form within 30 days of incurring the expense.
- The reimbursement form must be accompanied by the original receipts or invoices and the original expense approval form. If the expense was not approved prior to asking for reimbursement, reimbursement may be delayed or denied.

4. **Approval of Reimbursement:**

- Reimbursement requests will be reviewed and approved by the appropriate authority as per the approval process outlined above.
- Approved reimbursements will be processed within 15 business days from the date of submission.

5. **Budget Tracking:**

- The finance team is responsible for tracking all expenses against the approved budget for each line item.
- Regular budget reports will be provided to the relevant committees and the umbrella board for review and oversight.

6. **Exceptions:**

- Exceptions to this policy may be granted on a case-by-case basis by the umbrella board.

7. **Vendors/Large purchases**

- Where reasonably possible, DSYSA should be providing tax exemption documentation, so vendors are not charging us sales tax. If Amazon purchases need to be made, DSYSA Amazon account should be used. If it's not reasonably possible (individual coaches making small, immaterial purchases for their team that is budgeted), all efforts should be made to stay at or below budget.