

**South Western Ontario Bridge Association
Unit 249, ACBL
Policy and Procedures Manual**

<p>SUBJECT:</p> <p>Reimbursement of expenses incurred in foreign funds</p>	<p>REF #: 2017-005</p>
	<p>REVIEWED BYDATE.....SIGNATURE</p>
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<p>APPROVED DATE: Aug. 12, 2017</p>	<p>REVISION DATE:</p>
<p>ISSUED TO: Unit 249</p>	<p>EFFECTIVE DATE: IMMEDIATELY</p>
<p>POLICY: Unit 249 will reimburse members who incur allowable expenses in foreign funds in Canadian currency, based upon the exchange rate at the date of the transaction.</p>	
<p>SCOPE: Applies to Unit 249</p>	
<p>PROCEDURES: When a request for reimbursement includes amounts for transactions conducted in foreign funds the applicable exchange rate will be the rate in effect on the date the transaction was settled, as determined by look-up on foreign currency conversion data on the internet.</p>	
<p>AUTHORITY: Authority is vested in the Unit Treasurer, subject to Unit 249's Financial Procedures and subject to receiving acceptable supporting documentation, to issue cheques for the approved amounts in accordance with this policy.</p>	