

## Financial Policies:

### Purpose:

To provide guidance regarding financial proposals submitted to CHIPIG executive.

1. If a member wishes to be reimbursed by CHIPIG for any expenses incurred on behalf of CHIPIG, the potential cost (with a detail of options and costs) must be brought before the Executive for approval **before money is spent**. When approved, the purchase of the service or item will proceed with funds from CHIPIG's bank account. All receipts must be submitted to the Treasurer within a month of incurring the expense. Reimbursements will be issued within one month of receipt/invoice submission. **No reimbursements will be made without prior approval of the Executive.**
2. When hosting a CHIPIG meeting, the host organization will absorb the cost of refreshments and teleconferencing, and any other costs incurred in relation to hosting the meeting. If the host organization does not have the facilities for teleconferencing, it may not be offered. If another organization with teleconferencing capabilities offers to host the meeting, the Executive will decide between the two organizations. Any hosting organization that does not have the money to cover the cost of teleconferencing can apply to CHIPIG to cover the costs. The decision to cover the cost of the teleconferencing will be made by the CHIPIG executive.