

# Policy for PAC Reimbursement Requests

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The objective of this policy is to increase transparency to PAC members by ensuring that expenses are reported back to the PAC in a timely manner, preferably by the next PAC meeting.

All requests for reimbursement from the PAC must be provided to the PAC Treasurer within 30 days of the expense being incurred or the relevant event occurring for a full refund. The request must include the completed form and all pertinent receipts.

Requests not submitted within this time frame may not be reimbursed.