



# Reimbursement Policy

The following policy describes the expectations of members in terms of reimbursement requests.

## Overview

- All reimbursements under \$3000 will be handled through Venmo, at the official club account @MDB-Funds
- Each venmo request needs to include the correct amount of reimbursement and the description of the reason of reimbursement (including date that original payment was made)
- Each request will be approved at the discretion of the Director of Finances and the President

## Types of Requests

- If a personal payment was done on behalf of the organization, a reimbursement will be made to your personal venmo account
- If a personal item was either lost, stolen, or damaged during a MDB event, MDB does not hold responsibility for the item and a reimbursement will NOT be made for the item
- If a personal injury was sustained during an MDB Event, a reimbursement will NOT be made for any associated medical costs
- Transportation to and from MDB events will NOT be reimbursable unless the transportation was made on behalf of the organization (i.e picking up food for the hack-shop or picking up items for the hackathon) and only if explicitly requested by a member on leadership