

# Reimbursement Policy

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
- Uber or Lyfts from and to MDB events will NOT be reimbursable unless the Uber or Lyft 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