



Expense Receipt Submission and Reimbursement

In order to ensure that the Nepean Area Financial Records are current and to ensure that the financial records for Nepean Area events can be completed in a timely fashion it is critical that all receipts be submitted to the Nepean Area Treasurer for reimbursement shortly after the expense is incurred.

Submission of Receipts

Receipts for expenses incurred on behalf of Scouts Canada – Nepean Area

- **Must be submitted prior to the end of the fiscal year (August 31st)**
- **Must be submitted with 30 days of the expense, or by the next Nepean Area Meeting (which ever comes later). For expenses incurred after July 1, receipts must be submitted no later than August 30.**
- Must be submitted to the Nepean Area Treasurer
- Must indicate on the receipt the purpose of the expense
- Must indicate on the receipt the individual who incurred the expense
- May be submitted electronically

IMPORTANT: Nepean Area may refuse to reimburse receipts that do not meet the submission requirements or if expense was not approved by the Nepean Area Commissioner.

Reimbursement of Expenses

Expenses incurred on behalf of Scouts Canada – Nepean Area

- Will be reimbursed within 30 days of submission of receipts
- Will be reimbursed by cheque
- Will be reimbursed to the individual or company who incurred the expense
- When an expense is billed by invoice the *preference* is for the invoice to be paid directly by Nepean Area. Invoices should be provided to the Nepean Area Treasurer immediately upon receipt so payment can be made by the due date.

IMPORTANT: It is expected that all reimbursement cheques will be deposited as soon as possible. Nepean Area may refuse to re-issue cheques that are not deposited before they expire.