

# Reimbursement for a club related expense

## YOU NEED TO SUPPLY 3 DOCUMENTS COMBINED INTO 1 PDF DOCUMENT TO RECEIVE YOUR REIMBURSEMENT

1. The **Club Payment Form**.
  - Make sure to include the expense code.
2. Meeting minutes with a motion number for the expense and the amount or an amount you all agree to spend up to.
3. Receipt / Proof of purchase

### Steps

1. Have a **meeting before purchase** to pass a motion for the expense that a committee member is going to pay for.
  - However, if there wasn't time for one you can host the meeting post payment.
2. Ensure all details are correct. That your **correct bank details** are on the club payment form.
3. Once you have all documents, combine them all in PDF format and send them to **MONSU**.
4. If all the documentation is correct the club coordinator will pass the information onto the finance officer and they will usually confirm the reimbursement to be made by the end of that week.

### INCOME CODES

<b>4-2140</b>	Event Income
<b>4-2165</b>	Fundraising Income
<b>4-2282</b>	Membership Income
<b>4-2330</b>	Sponsorship Income
<b>4-2340</b>	Merchandise Income

### EXPENSE CODES

<b>6-2010</b>	Advertising & Promotion / Branding (Showbags etc.)
<b>6-2020</b>	Catering Expenses
<b>6-2030</b>	Merchandise Expenses
<b>6-2040</b>	Prizes & Rewards
<b>6-2050</b>	Fundraising Expenses
<b>6-2060</b>	Professional Membership
<b>6-2070</b>	CAV Annual Fee
<b>6-2080</b>	Function / Event Expenses including: Decorations, Performers & Entertainment, Security, Venue Hire, Printing, Equipment Hire, Stationery related to function

### CLUB CODES

<b>C9400</b>	HPE Social Club
<b>C9620</b>	Monash University Nursing & Midwifery Club (MUNC)
<b>C9640</b>	Peninsula Business Student Society (PBSS)
<b>C9643</b>	Monash University Paramedic Society (PARASOC)
<b>C9646</b>	Monash University Physiotherapy Society (MUPS)
<b>C9650</b>	Monash Green Thumbs Club
<b>C9655</b>	Peninsula Society of Music
<b>C9663</b>	Society of Occupational Therapy (SOOT)
<b>C9670</b>	HongKostralia
<b>C9635</b>	Saudi Association of Monash (SAM)
<b>C9500</b>	Board Games Society
<b>C9600</b>	Outdoors Club