

## **Golf Hammock Owners' Association**

### **Expense Reimbursement Procedure**

Any Officer, Director, Committee Representative of the Golf Hammock Owners' Association may find the need to use personal funds to purchase goods or services for the sole use and benefit of the Association. When this circumstance occurs, the individual may request reimbursement for the expenditure by completing a "GHOA Request for Reimbursement" Form, with copies of all appropriate receipts attached. Blank forms are available on the GHOA website.

GHOA Request for Reimbursement Forms must be submitted to the GHOA Treasurer for processing. Forms may be submitted in person, via the GHOA mailing address (2200 Golf Hammock Drive, Sebring, FL 33872), or electronically via the Treasurer's e-mail address as published on the GHOA website.

Approved by the GHOA Board, October 2015