

# Tuam Stars Football and Camogie

Dublin Rd, Tuam, Co. Galway, H54XY05

E: [treasurer.tuamstars.galway@gaa.ie](mailto:treasurer.tuamstars.galway@gaa.ie)

Website: [www.tuamstars.ie](http://www.tuamstars.ie)

## **Expenditure Request Form**

**NB: All expenditure must be approved and signed off by the club treasurer or finance committee or club executive in line with spending thresholds policy before purchasing. Using the Expenditure Request Form Appendix 1.** This should be used for all non-utility, direct debit or standing order expenditure requests.

**Consult the club treasurer before purchasing/procuring any item. Failure to do so will result in non-remuneration.**

Football: Alan Mongey 087-2198698 or [treasurer.tuamstars.galway@gaa.ie](mailto:treasurer.tuamstars.galway@gaa.ie)

Camogie: Eamon Doyle 087-6209929 or [treasurer@tuamcamogie@gmail.com](mailto:treasurer@tuamcamogie@gmail.com)

## **General Expenses**

We have created a General Expense Form for day-to-day club-related costs incurred by mentors, coaches, or committee members. This form should be used for any general expenses such as:

By rule all expenses should be invoiced or procured through the treasurer and paid for through EFT. However, there may be occasions where this is not possible, and members may have to be re-imbursed for costs they have incurred themselves. In such instances Appendix 2 should be completed and submitted to the treasurer for re-imburement.

- Facility rental or supplies
- Marketing or promotional materials
- Coach development or training event fees
- Cúl Camp-related costs
- Any other standard operating expenses

## **Travel and Subsistence**

Where mentors, coaches or committee members incur travel costs Appendix 3 should be completed. All rates for travel and subsistence should be agreed in advance with the club treasurer in line with spending thresholds. Please contact the club treasurer before completing Appendix 3 for applicable rates.





