

**Club Ski 30**  
**Request for Approval of Payment by Credit Card**

Date of request \_\_\_\_\_ Trip Coordinator name (print)

\_\_\_\_\_  
Trip name and dates

\_\_\_\_\_  
Amount of payment to be made by credit card (may be estimated)

\$ \_\_\_\_\_

Currency of payment\* (check one) CDN \$ \_\_\_\_\_ US \$ \_\_\_\_\_

**\*CREDIT CARD MUST BE IN THE CURRENCY OF PAYMENT**

Reason for requesting payment by credit card: (continue on back or attach second sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by (Trip Coordinator signature)

\_\_\_\_\_

A request is not a guarantee of approval. Provide details of why you feel payment by credit card is necessary and do not make any payments or commitments prior to receiving written approval from the CS30 Executive. Refer to the document: Procedure for Requesting Approval to Pay Trip Expenses by Credit Card.

Pre-Approved reimbursements will be made on receipt of invoice or receipt/proof of payment which must be attached to a copy of the signed Authorization form.

**(applies to Trip Coordinators only)**

1. On occasion a trip may be planned utilizing arrangements which require immediate payment upon booking. In such cases the trip coordinator may request approval from the Executive to pay by credit card. For example, if rooms or condos are to be booked directly with the owner (i.e. through VRBO or another booking site). If your trip falls in this category the Executive must be advised with full details of your plan prior to trip approval and announcement to the membership.
2. If the Executive approves the trip and your request then the trip may be promoted to the membership.
3. Any other reason for the request should be explained completely and in writing to the Executive at the earliest possible date.
4. The Trip Coordinator is responsible for ensuring that sufficient funds have been collected from trip participants and deposited with the Treasurer prior to making any payments.
5. Payments must be made in the currency of purchase for the trip. Club Ski 30 will not pay any currency conversion charged to the credit card. If the Trip Coordinator does not possess a US dollar credit card then payments due in US funds may not be paid by credit card. (Rational: CS30 members pay for US trips in US funds. They have paid the conversion rate to do this, therefore another conversion charge will not be assumed by CS30.) This of course does not apply for trips in Canada paid in Canadian funds.
6. Immediately upon making a pre-authorized credit card payment the Trip Coordinator must submit a copy of the invoice or booking confirmation for payment and the completed credit card transaction to the Treasurer or Vice President with a copy of the signed Approval form for prompt reimbursement. No additional fees, charges or interest relating to this transaction over the amount invoiced by the supplier (i.e. currency exchange fees or late payment charges relating to this transaction) will be assumed by CS30.
7. An approved (signed) copy of the Authorization must be on file with the Treasurer and Vice President prior to any commitment or payment is made.