



## Expense Claim Reimbursement

Approved	Revised	Related Policy	Supporting Documents
September 2012	<b>November 2021</b> January 2019 November 2013		

### POLICY

While conducting approved business of the Board, Committees, Sub-Committees and Working Groups, members are eligible for reimbursement of expenses as follows:

- Travel to and from meetings reimbursed in cents per kilometer are adjusted annually on April 1 to align with provincial government rates (current rates will appear on the expense form). Kilometers will be reimbursed at the full provincial government rate for the first 400 km of the total round trip kilometrage. Kilometers over 400 will be reimbursed at a reduced rate of \$0.25 per kilometer.
- Cost of parking and toll fees in the full amount indicated by original receipts.
- Board members are also eligible to submit a Claims Form for reimbursement of expenses related to the above items for travel to and from Annual General Meetings attended during their term.

- Expenses for accommodation or food require preapproval of the EDR and will be reimbursed based on submitted original receipts.
- All expense claims must be submitted using Expense Claim Form (F-09.0) and accompanied by original receipts as required.

## **PURPOSE**

To support the work of the College by ensuring volunteers are spared financial burden.

To maintain fiscal accountability by having clear standards for the reimbursement of expenses related to the work of the College.

