



PROVINCIAL/ZONE
Submission of Expense Claims
GUIDELINES

- 1) Submission of Claims and reimbursement will be honoured for Members In Good Standing of the League only.
- 2) Travel claims are only honoured for trips with a round trip of 50 km. or greater.
- 3) Mileage will be paid at the rate of \$0.40/km. from home location of member direct-route to Meeting or League/Cadet event and direct-route return.
- 4) Expense claims for reimbursement will NOT be honoured for the following:
 - a) Vehicle products, parts or repairs,
 - b) Vehicle towing,
 - c) Vehicle rental.
- 5) **CAR POOLING IS HIGHLY ENCOURAGED.** It is always prudent to control expenses and members can co-operate by car-pooling as much as is feasible.
- 6) All expense claims must show full details of the purpose of the trip noted on the Claim Form.
- 7) It is expected that members will use common sense and, when possible, eat meals prior to leaving or after arrival at home. Travel claims are not to be used to generate personal revenue.
- 8) Claims submitted by the Treasurer must be approved by the President or Zone Chair as required. Signing officers may not sign their own claim cheque.
- 9) Any out of province travel requires the approval of the Board of Governors by way of a motion at a regular meeting or by way of an electronic motion, in advance of that trip.
- 10). If using an airline, the cost is limited to economy class and, where possible, seat sales should be used. If traveling out of Province by personal vehicle reimbursement is limited to cost of fuel..
- 11) All expenses claimed **must** be supported by receipts which must include an itemized list and the cost. In no circumstances, will credit card receipts be acceptable for reimbursement.
- 12). **No alcohol** expense may be claimed.
- 13). Meal costs will be paid with a meal receipt(s) or as per Treasury Board regulations, whichever is the lesser amount.

NOTE:

All expense claims are to be submitted to the respective Treasurer. Claims will be paid at the meeting, time permitting otherwise payment will be mailed.

September 25/16