



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 determined by the Board of Governors, 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. Signing officers may not sign their own claim cheque.
- 9) All claims must be submitted within 6 months of the expense. Any exception to this must be approved by the Board of Governors.
- 10) Members participating in social activities paid by the League are not eligible to claim expenses for attending.

NOTE:

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

Final

September 25/16

Revised Aug 23/17

Revised Nov 06/22