

Expense Reimbursement policy (Draft for discussion) 2

Members will not be reimbursed for kilometres driven for association business and bus fares will not be reimbursed. *(Under review)*

(We need to discuss to make exception for situations including – travelling for association business, by individuals/volunteers where cost of transportation limits the fulfilment of the ask) discussion required

Any expense above \$50.00 should be pre-approved at an executive meeting.

Where the expenditure is \$50.00 or less, any two of the three executives (President, Vice-President and Treasurer) will have to approve such expenditure

Where majority agrees that such expenditure is appropriate to make, any two of these three executives will approve the Expenditure form or cheque requisition form.

Where it is not convenient to meet for such approval, an email to the executives for approval can be sent by the President, Vice-President or the Treasurer.

Committees may be given advance to fund project. Upon completion, expense form should be completed account for how funds were spent.

Hospitality expenses that require meals should not be taking from the association funds. Members will fund meals in events like picnics, potlucks and other similar events

Original itemized receipts are required and reimbursement must not

Good record-keeping practices must be maintained for verification and audit purposes at all times.