

CLAIM OF EXPENSES

POLICY NUMBER: F-002-01

DATE APPROVED: November 13, 2020

DATE TO BE REVIEWED: November 13, 2023

DISTRIBUTION: Volunteers and Staff

COMMITTEE: Finance Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL:  

RATIONALE

This policy is designed to assist NSCMIRTP board members and registrants in reporting expenses incurred while conducting NSCMIRTP business activities.

The NSCMIRTP expects members to act responsibly and professionally when incurring and submitting costs. The organization will reimburse board members and registrants for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, telephone and fax charges, and purchases made on behalf of the organization. The specified guidelines for reimbursement are included on the expense claim form.

PROCEDURE

Volunteers and staff must submit an expense claim form to the treasurer within 30 days of the meeting. A separate expense form is required for each meeting/claim purpose.

Any questions related to the content of this policy or its interpretation should be directed to the NSCMIRTP Finance Committee.



EXPENSE CLAIM FORM



Please use one form per meeting/claim purpose and submit your claim within 30 days of the meeting.

Full Name: _____ Meeting/Purpose of Claim: _____

Address: _____ Location/Dates: _____

Date	Description	44 cents/km or Receipt	Receipt Required	Per Diem				Receipt Required
		Transportation	Accommodation	Breakfast 15.00	Lunch 15.00	Dinner 35.00	Incidental 10.00	Other
Subtotals								

Total Claim: _____

Signature of Claimant: _____ Date: _____

****For Office Use Only**

G.L. #: _____

Amount Approved: _____ Category/Committee to Charge: _____

Approved By: _____ Date: _____

Please allow four weeks for receipt of your reimbursement from the time your expense claim is received by the NSCMIRTTP office.



EXPENSE ALLOWANCE GUIDELINES

RECEIPTS:

All receipts supporting approved travel expenses must be submitted, with the following exceptions:

- Parking meter
- Per diem meal allowances
- Incidental expenses
- Claims for car mileage
- Private accommodations

TRANSPORTATION

Personal Vehicle: The reimbursement rate is 44 cents per km. Calculate or record the number of kilometres you have travelled. Receipts are not necessary.

Rented Vehicle: Provide receipts for the car rental and required gas. You will not be reimbursed per kilometre.

*Note: It is expected that you choose the most appropriate method to travel, considering both distance and expenses. Members should rent a car when mileage charges exceed cost of rental expenses. Mileage charges in excess of what economy vehicle rental and fuel expenses would be will not be reimbursed.

Airfare, Bus, or Train: Provide receipts for transportation. You will be reimbursed based on an economy fare. If possible, book through a NSCMIRTP representative. The purchase of air flight insurance will not be reimbursed. In the event that one checked bag is not included in the airfare, the cost for one checked bag will be reimbursed.

Other Transportation Expenses: Keep a record of other miscellaneous travel expenses such as taxis, airport bus services, tolls, parking fees etc. Receipts required.

*Note: It is expected that you choose the most appropriate method to travel, considering both distance and expenses. The maximum allowance for transportation will be the equivalent of economy airfare plus transportation to and from the airport.

ACCOMMODATION

Reimbursement is based on a single room rate. If multiple people from the NSCMIRTP are traveling to the same meeting or event, it is encouraged that double rooms are shared when appropriate. Receipts are required if it has not been booked by a NSCMIRTP representative. Personal expenses such as movies will not be reimbursed.



PRIVATE ACCOMMODATION

For situations where the NSCMIRTP business takes the representative out of town, when authorized they may use private overnight accommodation in lieu of formal accommodations (staying with friends or family etc). In these cases, the representative will be reimbursed a flat rate of \$40 per night.(NSPG)

PER DIEM

Meals are reimbursed per diem, receipts are not necessary. The rates are:

Breakfast:	\$15.00
Lunch:	\$15.00
Dinner:	\$ 35.00
Incidental:	\$10.00
Total:	\$75.00/day

*Note: If a meal is covered by the event/meeting, you are not eligible to claim the meal as an expense.

EXPENSES NOT REIMBURSED:

This policy allows for the reimbursement of reasonable expenses incurred while representing the NSCMIRTP. As such, the following expenses will not be reimbursed:

- Usual travel to/from workplace
- Per diem meal allowances when meals are provided for the representative
- Any expenses otherwise covered by another organization (ie CAMRT)

OTHER

Keep a record of other miscellaneous expenses (i.e. telephone calls for NSCMIRTP business) only legitimate NSCMIRTP expenses will be reimbursed. Expenses for a companion will not be covered by the NSCMIRTP. Receipts may be necessary.