

## **EXPENSES**

*[Exec. Committee: 23 May 2006]*

- 1) Reimbursement
  - a) Members representing the Association at any body to which the Association is entitled – and has elected – to send representatives shall be entitled to reimbursement of legitimate expenses incurred in the conduct of Association business.
  - b) Expense claims shall be submitted by the Member who incurred the expenses within thirty (30) days of the completion of the event.
- 2) Prior approval
  - a) Where possible, the prior approval of the Executive Committee or a quorum thereof shall be obtained for other discretionary expenses (i.e., those expenses additional to expenses incurred for the accommodation, meals and travel of the Member representative). Without restricting the generality of the foregoing, such discretionary expense shall include expenses incurred by spouses who accompany the Member representative.
  - b) Where prior approval for other discretionary expenses is not obtained, requests for reimbursement shall be submitted to the Treasurer for consideration by the Executive Committee. Such reimbursement requests shall be accompanied by a brief report of the nature and purpose of the expense.
- 3) Advances
  - a) Members expecting to incur expenses in the course of their representation of the Association may receive an advance against such expected expenses.
  - b) The amount of an advance shall, in no case, exceed reasonably projected expenditures for accommodation, meals, and travel for the period in question.
  - c) The amount of the advance shall be deducted from the total expense claim submitted per 1(b) above and, within 30 (30) days,
    - i) any positive balance shall be paid by the Association to the Member; and
    - ii) any negative balance shall be re-paid by the Member to the Association.
- 4) Accommodation
  - a) Reimbursement for accommodation shall be per receipted expenses incurred.
- 5) Meals
  - a) Reimbursement for meals shall be according to the standard schedule of the University or,
  - b) with the approval of the Executive Committee, reimbursement of meal costs may be on the basis of receipted expenses incurred.
- 6) Transportation
  - a) All receipted expenses for approved travel including, but not necessarily restricted to, those involving transportation, parking and accommodation shall be reimbursed as will non-receipted expenses for public transit.
  - b) In selecting the mode of transportation, members and staff are expected to utilise the most economical means of transportation possible within existing time constraints. Reimbursement will be based upon the most economical means of transportation unless prior approval for alternate means has been obtained.
  - c) When a vehicle is rented for the transportation of members additional to the principal renter, such rental must be approved in advance by the Executive Committee which shall satisfy itself that the vehicle will be operated by a licensed operator and that the Association will not be liable for any personal injury or property damage which may result from the vehicle rental.