



Policy: P209
Reimbursement



Rationale

The local is responsible for the expenses incurred by members participating in local business. The local has specific guidelines depending on the nature of the business being conducted. Expenses must be in accordance with the local's operating budget, and may require approval from local council.

Policy

1. Travel Expenses
 - 1.1. Mileage
 - 1.1.1. Mileage expenses will be paid in accordance with local mileage chart.
 - 1.1.2. Mileage claims must be submitted in accordance with the form provided by the local treasurer.
 - 1.2. A copy of receipts related to the following expenses must be submitted to the local treasurer.
 - 1.2.1. Hotel
 - 1.2.2. Meals
 - 1.2.3. Parking
 - 1.2.4. Air Travel
 - 1.2.5. Taxi/Ride-Sharing Service/Public Transit
2. Meals for Meetings
 - 2.1. Guidelines for meals for meetings are outlined in Policy 203.
 - 2.2. Submissions for meal reimbursement must include an itemized receipt.
3. Room Rentals
4. Expenses Related to the Organization of Events
 - 4.1. May include prizes, bookings, decorations, meals/catering
5. Other
6. Timeframe for Reimbursement
 - 6.1. Paid within 14 days
 - 6.1.1. Mileage to events outside the local
 - 6.1.2. Hotels



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- 6.1.3. Parking
- 6.1.4. Air Travel
- 6.1.5. Expenses related to the organization of events
- 6.1.6. Room rentals
- 6.2. Paid at Annual General Meeting
 - 6.2.1. Mileage submitted in accordance with 1.1.