

# THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF SASKATCHEWAN

## EXPENSE REIMBURSEMENT POLICY

It is the policy of the Association to reimburse volunteers and staff for reasonable expenses incurred while travelling on Association business. Payment is limited to covering out-of-pocket expenses actually incurred and subject to the limits outlined below

### 1. Submission of Expense Claims

- a) Claims are to be submitted on an event or monthly basis.
- b) Receipts are to be provided for travel and accommodations, and where possible other expenses for amounts over \$6.00
- c) Guests' names are to be provided on the expense claim form when entertainment expenses are being claimed.
- d) The amount to properly be paid by the Association is to be shown on the expense claim where it is appropriate to allocate part of the cost to another organization because of additional business conducted.

### 2. Guidelines for Reimbursement

- a) Accommodations -- only business related expenses
- b) Meals - including taxes and tips
- c) Telephone calls
- d) Child care - Dependent care, where a dependent can be a child; or parent, grandparent, brother, sister, or grandchild of the individual who is fully dependent on the individual for support by reason of mental or physical infirmity.
- e) Personal automobile - at the rate of **\$0.55 per kilometer effective March 1, 2009.**
- f) Other travel -- travel by air or other public transportation if time constraints, distance or adverse weather conditions are a factor. Full economy airfare is the maximum allowable when travelling by air and every effort shall be made to obtain reduced fares on "seat sales."

Authority: Minute 95-104, Motion I, Dated December 8, 1995  
Minute 00-133, Motion C, Dated December 8, 2000  
Minute 2002-131, Motion 1, Dated December 6, 2002  
Minute 2005-051, Motion A, Dated June 11, 2005  
Minute 2005-076, Motion E, Dated September 23, 2005