



POLICY: EXPENSE REIMBURSEMENT
TYPE: FINANCIAL, BOARD AND COMMITTEES
APPROVED BY: Board of Directors
DATE: October 30, 2019

POLICY:

Directors, staff and volunteers with prior authorization will be reimbursed for reasonable out of pocket expenses incurred while performing duties on behalf of the Association.

PROCEDURES:

Claims are to be submitted on approved forms, with original GST and credit card receipts attached. Expense claims are due within 30 days of occurrence. Please use the following forms to submit your expense claim:

<https://www.bcadaptive.com/content/helpful-documents>

The following guidelines apply:

Travel Expenses:

Expenses will be reimbursed based on the least expensive and most practical travel mode available. Actual fares paid for airline, train, bus and ferry transportation will be reimbursed. Automobile travel will be reimbursed at \$0.50 per kilometre. Car pooling is encouraged. Where free transportation is available (e.g., courtesy buses from airport to hotels), it should be used. Cost of taxis will be reimbursed for travel related to the meeting. The cost of car rental will be reimbursed, only if it is less than the cost of taxis. Directors renting a car are encouraged to discuss the option with staff prior to incurring the expense. If the expense is approved, they may be asked to provide transportation to and from meetings to other directors staying at the same hotel.

Accommodation:

When staying at a hotel during an authorized Association event, the government rate should be requested. Directors are advised that there are specific hotels with which the Association has an account, and are asked to consult with staff prior to arranging hotel accommodation. If staying with friends or relatives, a claim may be made for gifts or special expenses related to such billeting, but directors staying elsewhere should not pay more than the amount charged at the Association's designated hotels. Receipts must accompany any claim related to accommodation. Maximum reimbursable amount for billeting expenses is \$50.

Meals:

The cost of meals not provided by the Association will be reimbursed. Whenever possible, claimants should provide receipts for meals with their expense claims. The maximum reimbursement for each meal is as follows:

Breakfast:	\$12.00
Lunch	\$12.00
Dinner:	\$25.00

Notwithstanding the maximums for individual meals, the maximum daily meal allowance is \$49.00.

Miscellaneous:

A maximum of \$10.00 per day will be reimbursed. An itemized listing of expenses, with receipts if possible, must be provided.

Family and Personal Care:

The cost of providing childcare will be reimbursed to a maximum of \$10.00 per hour. Persons with a disability will be reimbursed for the cost of a personal attendant. Discuss this option with staff prior to incurring the expense.