

REIMBURSEMENT OF EXPENSES POLICY

INTENT

The Board of LAA ensures reasonable remuneration for volunteers and staff engaged in the business of the association.

POLICY

1. LAA shall reimburse any individual for pre-approved expenses incurred while engaged in the business of LAA.
2. Reimbursement rates shall be based on the rates paid by the Government of Alberta as per the attached table of Allowable Travel Expenses.
3. Expense claims must be submitted using the Expense Claim Form, accompanied by substantiating receipts.
4. Expense claims are to be submitted in a timely manner and no later than 30 days of the fiscal year end of December 31.

ALLOWABLE TRAVEL EXPENSES

- See attached Table

REVIEW HISTORY

- April 2022
- June 2019
- October 2018

RELATED DOCUMENTS

- Policy Review Schedule
- Finance Policy
- Expense Reimbursement Form

REIMBURSEMENT OF EXPENSES POLICY

ALLOWABLE TRAVEL EXPENSES TABLE

This table must be read and applied in conjunction with the following policies:

- Reimbursement of Expenses Policy
- Finance Policy

LAA encourages that the most cost-effective mode of transportation be used.

Reimbursable Expense	Expense Details	Allowable without Receipt	Reimbursement with Receipt
Air fare	<ul style="list-style-type: none"> ● Itemized ticket receipt required ● Baggage fees for one checked bag unless pre-approved for additional bags ● May secure advanced seat selection 	N/A	Actual fares, baggage fee and seat selection fee paid
Accommodations	<ul style="list-style-type: none"> ● Limited to a standard single occupancy rate in a business class hotel or whatever class of available accommodation is the most reasonable or efficient 	\$20.15 per day	Actual expense, itemized receipt required
Private Vehicle	<ul style="list-style-type: none"> ● Mileage 	\$.505 per KM	N/A
Vehicle Rental	<ul style="list-style-type: none"> ● Limited to compact, mid-size, full-size or SUV depending on justifiable need 	N/A	Actual cost of rental fees, km charges, fuel charges, and insurance coverage
Ground Transportation	<ul style="list-style-type: none"> ● E.g. public transit, taxi, ride share service, train 	N/A	Actual cost of fare paid plus gratuity of up to 20% if applicable
Meals	<ul style="list-style-type: none"> ● Claim either allowance or actual expense ● Meal allowances will not be reimbursed when included with airfare, train fare and/or registration/conference fees 	Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75	Actual cost of meals, excluding alcoholic beverages, plus gratuity of up to 20% if applicable
Incidentals	<ul style="list-style-type: none"> ● Can include newspaper, phone calls, laundry/dry cleaning, metered parking ● Claimed in CAD currency only 	\$12.75 per day	N/A
Hosting	<ul style="list-style-type: none"> ● Itemized receipt to include date and purpose of event, company/institution hosted and names of attendees 	N/A	Actual cost, excluding alcoholic beverages, plus gratuity of up to 20% if applicable
Parking	<ul style="list-style-type: none"> ● Metered parking may be claimed as incidental if receipt not available 	N/A	Actual expense