

## **BCSLA EXPENSE POLICY**

The BCSLA recognizes that the Members of the BCSLA Board, its Committees and Sub-Committees should be reimbursed for their expenses in the course of conducting BCSLA business.

### **General Expenses:**

1. All expected costs and expenses must be budgeted for in the annual budget. This includes food, venue and related costs for committee meetings.
2. The BCSLA Board and/or Treasurer must review and approve event or meeting costs prior to the event. Expected costs are to be presented in budget form. Only claims submitted on an official expense claim form will be considered for reimbursement.
3. All claims must include a receipt or similar to be considered. Expense claim forms must be submitted quarterly (by March 31, June 30, September 30, and December 31).
4. Year-end claims must be submitted no later than 60 days after the expense is incurred.
5. Board Members leaving office in March must submit their final claims form by March 31 of that year.
6. The Board reserves the right to review and approve all expense forms submitted by Board Members
7. Expenses over \$100 shall only be paid if approved by two of the following; President, Treasurer or Registrar.
8. The BCSLA Board must approve any expense for a single item over \$500, prior to the expenditure. The Board reserves the right not to reimburse claims greater than \$500 that did not receive prior approval.

### **Travel Expenses:**

1. Airline travel: BCSLA will reimburse the full cost of airline travel (economy class), including all surcharges applicable. Bookings should be made far enough in advance to obtain discounted rates, and efforts should be made to balance costs with convenience.
2. Hotel accommodation: BCSLA will reimburse all costs associated with hotel accommodation, within reasonable limits.
3. Rail travel: BCSLA will reimburse the full cost of rail travel, provided the costs are comparable to airline or other competing forms of transport.
4. Rental car: BCSLA will reimburse the full costs of car rental when required, including optional insurance, and fuel costs. Mileage costs will not be paid on rental cars.
5. Personal car: BCSLA reimburse members when they use their personal car for BCSLA business on a mileage basis. Mileage payment rates match those determined by the Canada Revenue Agency and are available online at [www.cra.gc.ca](http://www.cra.gc.ca) under "Automobile Allowance Rates".
6. Meals: BCSLA will reimburse the costs of meals for members when travelling on BCSLA business, within reasonable limits.
7. Miscellaneous costs: BCSLA will consider all other miscellaneous travel expenses as submitted on expense claim forms, including parking costs, taxi fares and airport transfers, long distance phone costs, tips, and etc.
8. Personal travel: Members may combine personal travel to a business trip provided this does not result in additional costs to the BCSLA. Any additional costs are to be paid for by the individual.
9. Frequent flier programs: Members may retain any frequent flier benefits.

*Note: The BCSLA will not consider reimbursement of parking or traffic tickets costs for members using their personal or rental cars, nor will the BCSLA reimburse damage costs or insurance deductible charges on personal or rental cars.*