Expense Reimbursement Policy

Officer Responsible: VICE PRESIDENT FINANCE

Rationale: When planning expenditures, be innovative in cost-cutting. One must remain within one's approved budget. Often there are other, less expensive ways of achieving the same goal, including the use of rental cars rather than charging mileage when renting is more economical. Non-budgeted expenses must be approved in advance, prior to the commitment of the expenditure.

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Policy:

1. Only those budgeted expenses directly related to the performance of your responsibilities will be reimbursed. These will normally include automobile mileage, currently at the rate of forty cents ($0.40) per kilometer and the actual cost incurred (within reason) of expenses such as parking, tolls, long-distance telephone charges, e-mail service, postage, photocopies, etc.

2. Request for reimbursement of personal expenses incurred must be submitted using the correct EXPENSE REPORT. Sufficient detailed information must be provided, including receipts, itemized travel itinerary, etc., using the correct account code to allow the approving officer to properly identify the type and the propriety of the expense. No expense submitted without a properly detailed expense form will be considered for payment.

3. Expense reports must be submitted at least quarterly and no later than January 31 following the end of the fiscal year.

a. If using regular mail, submit the expense report, including all original receipts and other documentation to the District Vice President Finance.

b. If using e-mail, submit your expense report including all the particular details to the District Vice President Finance. Submit all original receipts and other documentation to the District Vice President Finance by mail on the same day you submit your expense report by e-mail.

c. It is the policy of the District that expense reports are to be submitted no later than 15 days after the end of each quarter. This will allow for timely reporting of your expenses within the quarter in which the expenses were incurred. Exceptions to this policy must be requested in writing and approved by the District President in writing.

4. Except in exceptional circumstances, approved in advance by the District Board, travel, meals, etc., related to attendance at Leadership Academy or Ontario District conventions as well as the purchase of chapter show tickets are NOT REIMBURSABLE.

5. Except in exceptional circumstances, approved in advance by the District Board, travel costs, meals, etc. for a spouse or other companion, including any additional costs for accommodation in a hotel or motel over the single rate are NOT REIMBURSABLE.

6. Any travel which will result in overnight accommodation charges or substantial meal costs is to be approved in advance by your immediate superior in writing. The written approval must be submitted with the expense documentation.

7. Whenever possible air travel is to be negotiated a minimum of 7 days in advance of one's flight in order to obtain the best price available.

a. Anyone coming to Ontario District at District expense is to be notified of available flights from and to his location and that he must advise the District which flights will be required no later than10 days after such notification. The District will then negotiate the most advantageous airfare and any airfare costs over the negotiated price will be the responsibility of the individual coming to the District. IT IS IMPERATIVE THAT THE INDIVIDUAL BE MADE AWARE OF THIS POLICY.

b. Any member of Ontario District traveling by air on District business will be subject to the same conditions outlined in point a. above. The District Vice President Finance is to be advised by e-mail the name of the person flying, the chosen flight and the negotiated cost. This information will be matched against the invoice when received.

8. When an overnight stay is required while travelling on District business, a per diem meal allowance of $60.00 (Canadian) may be claimed in lieu of tracking the cost of each individual meal.

9. Long distance phone calls should be kept to a minimum and as short as possible. Use e-mail where possible to communicate.

10. Each District Officer is expected to have e-mail service. The District will reimburse a maximum of $10.00 per month to cover the cost of e-mail service. Full Internet service charges will not be an allowable expense.

11. Any item not covered within your budget must be approved by the District Board prior to committing the funds. If there is urgency to your request, e-mail the complete District Board with details requesting approval. Individual Board members will respond to the District President, who will note the comments and advise you of the Board's decision.

12. All Chairmen of District functions such as Conventions, Leadership Academy, Top Gun and other District events should direct faculty, judges, speakers and instructors to the appropriate page of the District web site to obtain expense forms for completion and return to the specific chairman for approval before submitting to the District Vice President – Finance for payment.

13. Any expenses in excess of $1,000.00, including those covered in a budget, must be pre-approved by the District President before the funds are committed. Expenses incurred for the Spring and Fall Conventions are the only exceptions to this policy.

14. It will be the responsibility of the District Officer, Chairman or Division Coordinator to keep a record of his total expenses against budget for the year. At the very least, the District Board will be given a

detailed report of all expenses compared to budget on a quarterly basis.

15. All expenses payable to members of the Ontario district will be paid in Canadian dollars using the appropriate exchange rate for US dollars where applicable. Expenses for American faculty, judges, etc., will be paid in US dollars using the appropriate exchange rate for Canadian dollars where applicable.

16. The District EXPENSE REPORT form can be found online at
http://www.ontariodistrict.com/ops/expense-reporting