Ostomy Canada Society | Société Canadienne des Personnes Stomisées

REIMBURSEMENT of EXPENSES

Any Officer, Director, Administrator, Committee Leader, Committee member, Ostomy Canada Society Employee or member of the Ostomy Canada Society who incurs expenses on behalf of the Society is entitled to reimbursement for those expenses.

These expenses shall include but are not necessarily limited to, hotel accommodation, travel, including taxies and parking, telephone, photocopying, postage and supplies such as paper, envelopes, etc. Note: When airline travel is required, only basic economy will be reimbursed plus baggage allowance for no more than one item. Preferential seat selection, insurances, etc. are personal expenses. If travel is by car, the lower of basic airfare and mileage will be allowed.

Travel by personal automobile shall be reimbursed at the rate of sixty cents (60 cents) per kilometre. When travelling with more than one person in an automobile, only one person will be paid the mileage reimbursement. When attending a duly convened meeting which requires travel, a per diem allowance of sixty dollars ($60.00) to cover any personal expenses while on Ostomy Canada Society business is payable. This per diem allowance shall also be paid for days on route to meeting locations.

Expense claims shall be made on the official form provided (see below) and submitted to a Committee Chair/Administrator and then to the Treasurer for processing. All expenses claims must have at the approval of at least one management layer over the person submitting the request. The Executive Director's expenses shall be approved by another member of the Executive Committee.

Expense claims must be made monthly unless less than ten dollars ($10.00) in which case they can be held until the following month. These expense claims are to be listed on the Ostomy Canada Society's official reimbursement form with all necessary receipts.

A donation for all or part of the expenses must be made with a separate cheque payable to Ostomy Canada Society, e-transfer or online donation. If such a donation is made, a tax receipt for the amount received will be issued.

No Director, Ostomy Canada Society volunteer or any other individual acting on behalf of the Ostomy Canada Society, (other than the Executive Director), may incur a one-time expense over five hundred dollars ($500.00) without the prior approval of the Executive Director.

If at any time, there is doubt as to whether or not a particular expense is allowable for reimbursement, then the Executive Director's advice must be obtained before this expense being

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incurred. The Executive Director's approval is not required when the expense is to be met from an approved committee budget; in this case, approval is the responsibility of the committee leader.

Expense claims must be accompanied by the original receipts or photocopy, or where authorized by the Executive Director and Treasurer for Board and Executive Committee Meetings.

For a newly elected Executive Committee member or directors, the costs of the return trip, hotel accommodation for one night and per diem will be reimbursed on the condition of attendance at the Annual General Meeting.

Procedures of Administration

The Treasurer shall be responsible for updating this procedure as required and forwarding it to the Executive Director for approval.

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