

## EXPENSE CLAIM

(Expense Reimbursement Policy - see next page)



Expenses Incurred by \_\_\_\_\_  
 Mail Cheque to \_\_\_\_\_  
 Purpose of Trip \_\_\_\_\_

**Please attach original receipts**

Travel - Air & Auto					
Date	Description of Travel & Destination	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>Total Travel</b>				<b>\$ -</b>	<b>( A )</b>

Mileage					
Date	Trip Description	Distance(Km)	Rate	Total	Account Code
			\$0.55	\$ -	
			\$0.55	\$ -	
			\$0.55	\$ -	
			\$0.55	\$ -	
<b>Total Mileage</b>				<b>\$ -</b>	<b>( B )</b>

Lodging					
Date	Vendor & Description	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>Total Lodging</b>				<b>\$ -</b>	<b>( C )</b>

Meals & Others					
Date	Vendor & Description	Net Expense*	GST	Receipt Total	Account Code
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>Total Meals &amp; Others</b>				<b>\$ -</b>	<b>( D )</b>

\*Net Expense - enter the receipt total, less GST.  
 Receipt total should match the actual receipt.

Total GST \$ -  
**Total Expense \$ - (A+B+C+D)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Approval

POLICY

**Expense Reimbursement**

APPROVED BY

Council: November 24, 2017 (CO-18-15)

It is the policy of Engineers and Geoscientists BC to reimburse members of Council, members of committees, boards, their subcommittees and staff expenses incurred while traveling on Association business with necessary prior authorization. Payment is limited to covering out-of-pocket expenses actually incurred and subject to the limits outlined below.

Expense claims must be submitted as soon as possible after the event and not later than 90 calendar days after the end of the month in which the expenses were incurred. All expenses must have original receipts attached.

The following guidelines should be observed:

**TRAVEL**

- 1.1 The maximum amount payable for travel under 4 hours is the economy air fare. For travel that is over 4 hours, premium economy or business class fare of equivalent value is permitted. Excursion or discount fares should be obtained where practical. Receipts from airline or other transportation agencies must be attached to the claim.
- 1.2 Private cars should be used for short trips, airport travel, etc., or when car sharing makes this alternative more economical. Compensation for such use is \$0.55 per km.
- 1.3 Car rentals should only be used when no other alternative is available or when an overall economy can be assured. Receipts must be attached.
- 1.4 Taxis and Limousines - The use of the regular airport-limousine-bus service would be considered normal practice. However, travel within a city between hotel and meeting place and, in some cases, from home to airport by taxi may be necessary. This should be explained on expense statement.

**HOUSING**

Hotel accommodations should be moderate and reasonable, making use of hotel meeting rooms anywhere necessary. Receipts must be attached. If a relative or friend provides lodging, reimbursement for a gift or gratuity of \$50 per day to a maximum of \$200 will be allowed.

**BUSINESS MEALS AND ENTERTAINMENT**

For a business meal, entertainment expense or internal catering to be considered reimbursable, a business discussion must take place during, directly preceding, or directly following the event. If the event is social or recreational, such related costs will not be qualified as reimbursable expenses.

For travel meals, to reimburse for reasonable meal expenses (breakfast, lunch and dinner) incurred while traveling on approved Association business. What is deemed reasonable will depend on the location traveled.

Itemized receipts are required for any meal. All receipts must be itemized and imprinted with the name of the establishment. The date and amount of the expense must appear, but do not necessarily need to be imprinted.

Travel meal expenses are reimbursable when:

- Overnight travel is required to conduct Association business.

A one-day trip takes the employee outside their normal work location. This would include:

- Breakfast if required to leave home more than two hours earlier than normal;
- Lunch;
- Dinner when cannot reasonably return home until two hours or more after normal working hours.

**SHARED EXPENSES**

In cases where it is appropriate to allocate part of the travel cost to another agency or organization, because of additional business conducted outside the scope of Association activities, an amount indicating the portion to be paid by the Association should be shown on receipts submitted.

If it is desirable for personal convenience of preference to use travel, accommodations or meal facilities substantially above normal practice (i.e. first-class travel or site vs. single-room hotel accommodations) receipts and vouchers should be altered accordingly and reference made to the appropriate Association portion.

**MISCELLANEOUS COUNCIL EXPENSES**

In cases where Council has incurred travel, meal or entertainment expenses related to liaising with members on issues of importance to members and/or Council, Council are advised to adhere to the following additional guidelines:

- a. Activities are bound and consistent with the Council approved Engagement/Outreach/Communications Strategy;
- b. Activities can not duplicate that of operations and other volunteer groups/committees;

**c. Must seek advice and written approval (eg. Email) of such expenses from the President on such activities prior to proceeding to ensure activities are in adherence to guidelines a & b as stated.**