

# GUIDELINES FOR EXPENSE CLAIMS MADE BY EXECUTIVE MEMBERS, COMMITTEE MEMBERS, AND UNIT MEMBERS

---

## GENERAL GUIDELINES

- ❖ Committee members are entitled to claim any **approved** out of pocket expenses incurred while performing **approved** committee business.
  - ❖ Expense claims, other than mileage, require the signature of the committee chair for approval.
  - ❖ Please ensure that all aspects of the claim are completed properly and accurately to ensure quick payment.
  - ❖ Incomplete, inaccurate, or late claims will require more time to process and may result in a delay in payment.
  - ❖ In order to reflect accurate amounts on the quarterly financial statements claims please submit claims on a monthly basis by the 15<sup>th</sup> of the following month. Example: September expenses by October 15<sup>th</sup>, October expenses by November 15<sup>th</sup>, etc.
  - ❖ End of year expense claims must be submitted by June 30<sup>th</sup>.
  - ❖ Every attempt will be made to have cheques prepared within two weeks.
- 

## MEALS

- ❖ Maximum allowed is **\$20.00**.
  - ❖ Please provide a detailed receipt. A credit card slip/statement or debit slip is not acceptable.
  - ❖ The cost of any alcohol included on meal receipts will not be reimbursed.
  - ❖ Meal receipts should reflect the cost of dinner for one person. If more than one person is included on a receipt please provide a list of the members included.
  - ❖ If a meal is provided at the meeting you may not claim the meal expense.
- 

## TRANSPORTATION

### Mileage:

- ❖ Mileage expense is \$0.47 per km.
- ❖ Kilometers are based on the distance to and from your school to TSU or the event location. Please refer to the mileage chart prepared by TSU.
- ❖ Mileage can only be claimed for general meetings (Budget, UAGM, Pre-AGM, Resolution, etc) or socials by those required to attend.

### TTC:

- ❖ \$3.00 each way.

### Taxi:

- ❖ When using a taxi please ensure that you call Sabina at TSU in advance for account information regarding **Beck Taxi**. Please ensure that you sign the taxi receipt and must also record the committee name or reason for using the taxi on the receipt.