



Expense Claim Policy

1. The purpose of the Expense Claim Policy is to establish the guidelines and procedures to be followed to reimburse (or to pay directly) the cost of business expenses incurred by FSA Executive and employees.
2. All FSA business expenses, regardless of the ultimate source of funding, are covered by this policy, unless specifically indicated otherwise by the funder. In the case of external funding, such as by FPSE, if it is unclear as to which expense policy applies, contact the Secretary-Treasurer.
3. Reimbursement should be neutral. That is, it is neither a form of (supplementary) compensation nor a form of penalty.
4. Members should first exhaust all opportunities to claim expenses elsewhere if possible, i.e. through FPSE for FPSE meetings, and the University for meetings attended as an FSA officer on University business--such as attendance at Board meetings.
5. Expense claim forms must be submitted no later than 60 days after the event for which the expenses are being claimed. Original receipts should be submitted with the expense claim form for expenses which require such documentation. Expense claim forms are available at the FSA office or can be downloaded from the FSA website.
6. All expenses relating to the FSA's fiscal year ending March 31st should be submitted to the FSA Office no later than March 25th.
7. FSA has a 'union preference' policy, which gives preference to unionized businesses in purchasing and contracting activities.
8. Expenses permitted under this policy are listed below:

Mileage Allowance

Mileage expenses will be reimbursed at the current Canada Revenue Agency (CRA) maximum non-taxable mileage rate for all travel required by FSA Executive and employees for meetings held outside of the home campus (refer to the Canada Revenue Agency website for current mileage rates).

Although UFV is a multi-campus institution, home campus for the executive will be the campus where they have been posted to work. Only travels outside the home campus for attendance at FSA events such as executive meetings, finance meetings, executive transition meetings, etc. will be reimbursable. If travel to home campus is needed on a day beyond one's regular

workdays, prior approval of mileage allowance should be sought from the Secretary-Treasurer. The FSA President (or an executive assigned by the President) will be reimbursed for mileage to attend social functions where FSA presence is required.

Carpooling is encouraged in situations where two or more Executive members are required to attend an event. The mileage should only be claimed by the driver/owner of the vehicle. FSA is not liable to pay for any driving violation tickets or vehicle repairs and insurance costs incurred as a result of any accidents.

Staff or Faculty stewards elected to represent specific areas are exempted from this allowance as their annual stipend already covers for the mileage expenses.

Meal Expenses

Reasonable meal allowance can be claimed by attaching original receipts to the FSA expense claim form which is available at the FSA Office. The cost of meals can also be reimbursed on a per diem basis. Receipts are not required for per diem claims. Refer below for the per diem allowance guidelines. An Executive can apply for reimbursement either by using the meal allowance method or per diem method but *not* both.

No claims for alcoholic beverages will be allowed except with prior approval from the Finance Administration Committee. Tips are reimbursable to a maximum of 22% of the meal cost.

If the meal is charged to an FSA credit card, original receipts are required to clear Credit Card charges.

Per-Diem Allowance

FSA Executive and employees are eligible for per diem to cover meal costs while travelling on FSA business. Per diem allowances may be claimed at the current Canada Revenue Agency (CRA) rates. An FSA Executive is not permitted to claim an allowance when meals are included in registration fees for seminars and conferences or are included in air travel.

Per-Diem meal allowances may only be claimed by individual FSA Executive for themselves. When the cost of meals to be reimbursed includes other FSA members or guests, their names must be identified and original, detailed receipts must be submitted.

Approval should be sought for out-of-district travel from the Finance Administration Committee. The per diem rate for travel **outside** of Canada and the US will be determined by the Committee on a case by case basis. Please contact the FSA Office *prior* to traveling for the appropriate rate.

Current per diem rates are attached in the appendix.

Current per diem timelines are attached in the appendix.

9. Approval for attendance at seminars or conferences should be sought from the Finance & Administration Committee. After approval, all flights and hotels should be booked through the FSA office and this should be done in the most economical way.

10. Travelers should stay in moderately priced accommodation providing reasonable comfort, security and proximity to the event attended. An allowance of \$50.00 per night is paid when private, non-business accommodation is arranged.
11. Claims for expenses up to \$5.00/day for small, incidental, and non-invoiced charges such as: laundry, dry cleaning, gratuities, daily paper, etc. incurred may be submitted for reimbursement.
12. Additional or unforeseen expenses on FSA business, such as internet access charges, shall be reimbursed if reasonably justified in the situation.
13. Where the requested expense is not defined in this policy or needs to be justified by reinterpretation of this policy, a written request should be made to the Secretary-Treasurer to be considered by the Finance Administration Committee. Whether or not the unusual expense is reimbursable will be assessed in light of the Society's objectives specified in the FSA Constitution.

Appendix: CRA Per-Diem Rates as of effect on November 14, 2019

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| Breakfast | \$20.35 Leave home before <i>7:00 am</i> |
| Lunch | \$20.60 Travel to begin before <i>noon</i> |
| Dinner | \$50.55 Arrive home after <i>6:00 pm</i> |
| Total | \$91.50/day |

Appendix: Per - Diem timelines as of effect on November 14, 2019

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|-----------|------------------------------------|
| Breakfast | Leave home before <i>7:00 am</i> |
| Lunch | Travel to begin before <i>noon</i> |
| Dinner | Arrive home after <i>6:00 pm</i> |