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POLICY: EXPENSE REIMBURSEMENT  
FOR VOLUNTEERS / STAFF

APPROVED BY: COUNCIL OF DIRECTORS

DISTRIBUTION: COUNCIL,  
COMMITTEE CHAIRS

## POLICY AND

## PROCEDURE MANUAL

DATE: (April 2003/January 2006) June 2007

Expense Reimbursement Policy

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**PURPOSE:** To ensure a mechanism exists whereby volunteers and staff are reimbursed appropriately and consistently for allowable expenses incurred while conducting College business.

### PROCEDURE:

1. The College will reimburse any volunteer or staff member who incurs allowable personal expenses while conducting College business.
2. All expenses must be supported by submission of receipts.
3. All travel expenses must be submitted using the COTM Expense Claim form. Travel advances may be obtained with the approval of the Council based on an itemized pre-estimate of expenditures. Following completion of a trip, any unused portion of an advance shall be submitted with a travel expense report.
4. Expense claim forms will be reviewed by the Executive Director and Treasurer of the College. Forms which are not complete will be returned to the claimant.
5. When applying for salary replacement the council member will provide a written request to the executive director. The request should include the date of the meeting attended, type of meeting and your average hourly wage.

### ALLOWABLE EXPENSES:

1. With prior approval, the College will reimburse any volunteer or staff member for reasonable and necessary expenses incurred while on College business, including the following:
  - a) economy class airfare or seat sale prices, if available;
  - b) group transportation expenses;
  - c) personal automobile mileage at a rate established by the Council;
  - d) automobile rental when necessary (at most economical rate available);
  - e) meal allowance, including gratuities and excluding alcohol;
  - f) hotel accommodation; and
  - g) parking
  - h) child or elder care.
2. When staying with family or friends, in lieu of a hotel, twenty-five dollars (\$25.00) per night will be provided by COTM to offset personal expenses related to this arrangement.

### OTHER ALLOWABLE EXPENSES:

Examples of other allowable expenses include long distance calls, stationery, supplies, photocopying, postage etc. In most cases COTM has the provision to pay for such costs directly (e.g. COTM calling card) or at a reduced rate (e.g. Grand and Toy account). Receipts are required for reimbursement and must be submitted to the Executive Director. Prior to incurring costs involving other allowable expenses volunteers must have approval by the Executive Director.