



Chapter 22

REIMBURSEMENT OF EXPENSES

DIRECTORS & COMMITTEE EXPENSES General

1. Any person serving on the Board of Directors or on a committee established by the Eastern Ontario Square & Round Dance Association (EOSARDA) who as a result incurs expenses for travel, stamps, telephone calls, paper, photo copying, etc. should be fully reimbursed for all reasonable expenses incurred.
2. Members of the Board of Directors and its Committees, members of staff and others traveling on official business should be mindful that we are a service organization that would quickly be criticized for costs that appear unreasonable. Hence, it is the Association policy to use moderately priced hotels and economy class transportation, whenever possible.
3. No reimbursement is to be provided unless the board has approved the recipient to incur the expenses. Under most circumstances, approval should be gained prior to the expense being incurred. When it is not possible to obtain board approval before incurring the expense, members should use their discretion about incurring the expense and present a full explanation for Board approval when submitting the claim.

Submission of Claims

4. Unless the claim is for a small amount and is expected to be of a recurring nature (e.g., for postage, printing, etc.), claims for reimbursement are to be submitted to the Treasurer as soon as practical after the expenses are incurred.
5. All expenses incurred near the end of the fiscal year (30 June) should be submitted as soon as possible to allow the Treasurer sufficient time to close the books for the year.

Meals & Gratuities

6. Standard meal allowances are:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
Per Day	\$50.00

 - Meal allowances include related gratuities.
 - Actual meal cost should be claimed when less than the allowance listed above.
 - Where higher costs are incurred, higher amounts may be reimbursed upon approval of the Board of Directors.
 - There will be no reimbursement for alcoholic beverages.

Accommodations Costs:

7. Actual costs may be claimed when supported by receipts.
 - Moderately priced rooms should be used.
 - Where accommodation is provided by friends or relatives, \$15.00 per night may be claimed for reciprocal hospitality.

Transportation Costs:

8. Use of a private vehicle may be reimbursed at the rate of \$.50 per km provided that amount does not exceed the cost of commercial transportation reasonably available between the points travelled.
9. When travel by air or rail is required, economy air fare shall normally be used and the ticket receipt is to accompany the expense form.
10. When necessarily incurred, the cost of taxi or public transportation will be reimbursed when supported by a receipt, if possible.

Other Expenses Allowed:

11. Where costs are necessarily incurred for items not provided in this directive, a full explanation along with receipts (if possible) must be provided when the claim is submitted. Examples of such expenses are, but not limited to, the following:
 - Gratuities to porters,
 - Registration fees for conferences, etc.,
 - Vehicle parking charges.
12. This Directive is to be reviewed annually and updated as required.