

	Community Health Nurses Initiatives Group	BRD-FIN-001
	Board of Directors Manual	
	Reimbursement of Expenses Policy	Pages: 5

PURPOSE

Board Members and other volunteers representing the Community Health Nurses' Initiatives Group (CHNIG) may on occasion be required to pay, out of their own pockets, expenses related to CHNIG activities. Under certain circumstances, as outlined in this policy, these may be reimbursed by the organization. The purpose of this policy is to outline under what circumstances reimbursement of expenses may occur on behalf of CHNIG and the process for doing so. This policy relates to those acting on authorized CHNIG business.

POLICY

The Community Health Nurses' Initiatives Group will reimburse authorized individuals for expenses incurred on behalf of CHNIG, or in the course of CHNIG business, so long as such expenses are reasonable and have received prior authorization.

Those incurring authorized expenditure must, wherever possible, receive, retain and produce original receipts, invoices, vouchers, tickets, or other evidence of such expenditure. Where such evidence is for any reason lacking, a signed statement outlining expenses will be provided; expenses in these areas are reimbursed for actual expenses up to a daily maximum as outlined in appendix A. Examples of other expenses include but are not limited to registrations fees to attend authorized meetings on behalf of CHNIG or materials required and authorized to carry out CHNIG responsibilities.

PROCEDURE

Travel expenses

- Authorized individuals will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances.
- Use of an authorized individual's own vehicle for work-related travel will be reimbursed according to the rates outlined in appendix A

Accommodation expenses

- Authorized individuals will be reimbursed for accommodation expenses, considering all of the circumstances.
- In the spirit of cost saving it is encouraged that individuals will share accommodation wherever feasible. When private non-commercial accommodation is provided by a volunteer's friend or relative, to whom the volunteer gives money or a gift as compensation or as a sign of appreciation, the employee or volunteer may claim an overnight accommodation expense to a maximum of \$25.00/day without receipt required.

Meals

- Authorized individuals will be reimbursed for reasonable, appropriate and actual meal expenses incurred while on CHNIG business up to a pre-set daily maximum (Appendix A).

Fees & Other Expenses

- Authorized individuals will be reimbursed for meetings, registration or membership fee expenses incurred in the course of CHNIG business, as appropriate.
- Authorized individuals will be reimbursed for hospitality expenses incurred in the course of CHNIG business, as appropriate, e.g., events hosted or sponsored for the purpose of promoting CHNIG work or enhancing its image, and include meals that are related to the transaction of CHNIG business.
- Authorized individuals will be reimbursed for printing CHNIG materials used to promote the strategic plan of the organization.
- “Pre-Authorized” expenses include expenses that are part of a planned budget

Prohibited reimbursements

CHNIG will not reimburse for:

- Unauthorized expenses
- Expenses that become recoverable from a third party
- Expenses that are not incurred for business purposes
- Late payment interest on credit cards
- Parking, traffic, or other fines and penalties
- Trip cancellation insurance
- Additional costs incurred by taking indirect routes or making stopovers for personal reasons
- Items of a personal nature charged to a hotel account
- Expenses for alcohol

Those incurring authorized expenditures must submit requests for reimbursement (with original receipts) to the Treasurer on the CHNIG **Reimbursement for Expenses Form** (Appendix B), describing the nature and purpose of the expenses, within 30 days of incurred expenses. The completed form must be signed by the applicant. Expense forms for the Treasurer must be submitted to the President for approval.

The Treasurer is responsible for determining if the expenses being claimed are reasonable given the circumstances, and for ensuring they are charged against the appropriate account, and that any tax requirements have been met.

Claims that have not been properly prepared, authorized, or supported by adequate documentation will be returned to the claimant with reasons for not processing the claim. Any claims that become recoverable from a third party will be reimbursed to CHNIG.

The finance and audit committee will conduct random audits of board/committee expense claims for compliance with policy.

APPROVED BY: Board of Directors

APPROVAL DATE:

REVIEW & REVISION HISTORY

Date	Changes in Document

Appendix A

Daily Meal Allowances

Individual meal allowance amounts are flexible providing that they remain within the daily total allowable maximum

Meal allowances Effective April 2014	
breakfast	\$10
lunch	\$15
dinner	\$20
Daily meal allowance total	\$45

Mileage Rates as of April 2014 in keeping with RNAO allowable rates

Cents/km (taxes included)	45.0 cents
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Appendix B

Reimbursement of Expenses Claim

Claimant _____

Address _____

Details of Travel _____

Please ensure original receipts attached. Only expenses with prior authorization will be approved.

Date Expense Incurred	Details	\$ Meals	\$ Transportation	\$ Accommodation	\$ Other (specify)
SUB-TOTALS		\$	\$	\$	\$

GRAND TOTAL \$ _____

Claimant's Signature: _____	Date: _____
Approved By: _____	Date: _____

Please return to CHNIG Treasurer