

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Nov. 27, 2006
Sub-Section	3.1 Financial	Date of Last Amendment	May 30, 2016
Subject	3.1.2 Expenses		
Attachments			
Reference			

Policy:

The ESCC will provide reimbursement to ESCC Board, Staff, Members and Volunteers while they are conducting business on behalf of the Council.

The ESCC will provide reimbursement based on the following conditions:

A. Travel

The method of transportation that will cause the least cost to the ESCC must be used.

1. Airfare

Reimbursements of lowest possible fare only. Unless notified otherwise, individuals are responsible for making their own travel plans.

2. Ground Transport

Travel pertaining to ESCC business is eligible. Travel to and from the airport at both the originating and destination cities is eligible.

Personal auto use is reimbursed using the same rate as the City of Edmonton. The rate may be changed during the year in response to changes by the City of Edmonton.

Reimbursement of one's personal auto shall not exceed expenses that would have been incurred through the rental of a vehicle.

The Executive Director shall monitor the use of public transit, taxis and personal automobile for day-to-day business and recommend to the Treasurer which mode of transportation is most cost effective.

B. Accommodation

Accommodation costs are eligible if booking is at a hotel/motel whose rates are determined to be cost effective by comparison to other area hotels/motels.

C. Meals

Reimbursement for meals not provided during the course of meetings will align with per diem rates established by the City of Edmonton. Expenditures for liquor will not be reimbursed.

D. Functions

Official representatives of the ESCC attending such functions that have an associated admission/ registration fee for the event, will be reimbursed by the ESCC.

E. Documentation

- a. Receipts are required for reimbursement of all expenses with the exception of personal automobile use, which requires a signed and dated summary of distances travelled. Airfare reimbursement requires submission of the original airline ticket or E-ticket, and boarding passes.
- b. Expenses must be submitted on a signed and dated Expense Form (available from the ESCC Office).
- c. Expense Forms must be submitted prior to the end of each fiscal year (December 31st).
- d. Receipts must also be submitted for any sundry expenses claimed.
- e. While receipts provided for parking expenses are preferred, a signed and dated summary of metered parking expenses is acceptable when necessary.