

TRAVEL EXPENSE CLAIMS POLICY RCL KANATA BRANCH 638

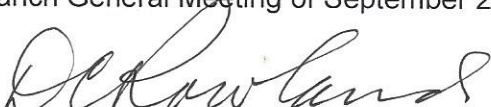
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ISSUED SEPTEMBER 20, 2017

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1. Members will from time to time be selected, or win the right, to represent the Branch at Legion administrative or sports events for which they may be entitled to have out-of-pocket expenses reimbursed.
2. Expenses which may be entitled to reimbursement include: hotels and meals for all events held outside Branch boundaries; and, costs of transportation including mileage on a personal vehicle for the distances specified in the annexed Schedule of Eligibility.
3. To be eligible for reimbursement out of pocket expenses must have had prior approval from the responsible Committee Chair and by the Executive Committee whether or not the member requesting the reimbursement has an imprest account or an advance.
4. No member will be paid for unauthorized expenses.
5. Such authorization shall be sought by the submission of a Travel Authorization Form (see Annex A) to the responsible Committee Chair and the Executive Committee.
6. Claims for out-of-pocket expenses shall be submitted to the Treasurer on a Travel Expense Claim signed by the member and the responsible Committee Chair or Vice-President accompanied by the previously approved Travel Authorization Form (see Annex A).
7. Authorized expenses shall be paid in accordance with receipts submitted and levels of payment cited in the annexed Schedule of Eligibility with the Travel Expense Claim but not to exceed the rates employed by Ontario Command for its personnel.
8. Expenses to be eligible for reimbursement must be submitted within 60 days of being incurred.
9. On infrequent occasions, time pressures may not permit the normal process for seeking authorization to travel to be followed. In such cases a Travel Authorization Form signed by two officers of the Branch will constitute prior approval. The Executive Committee shall be apprised at its next meeting of the action taken.
10. The kinds of expenses eligible for reimbursement and the allowances for each as set out in the annexed Schedule of Travel Rates and Allowances (see Annex B) shall be reviewed, and revised as required, by the Executive Committee annually at its second meeting.

This policy statement has been approved by the Branch Executive September 13, 2017 and at the Branch General Meeting of September 20, 2017.


Douglas Rowland
Policy & Procedures


Lorraine Lapensee
President