

TRAVEL EXPENSE FORM

Criteria and Instructions

Policy

That all members attending Unit business/meetings be paid a travel allowance.

Procedure

1. Travel allowance will be paid in accordance with the Provincial mileage procedure and based on recorded meeting attendance.
2. The Unit Treasurer is responsible for the approval of claims.
3. Committee Chairpersons shall be responsible for the distribution of travel allowance claim forms and the inclusion of attendance and location in meeting minutes.
4. The Treasurer shall be responsible for the distribution of travel allowance claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
5. Travel claims may be made for the trip from one's place of work or one's place of residence to the meeting place and the subsequent trip home.
6. Travel allowance will be paid three times a year. Claims must be submitted by:

December 10	(for July 1 to December 10)
March 3	(for December 11 to March 3)
June 23	(for March 4 to June 26)
7. That the President and the Office Manager be reimbursed on a monthly basis.
8. The individual is responsible for submitting claims as per the procedures.

