



## Expense Reimbursement Policy

Adopted by the COF Board of Directors May 18, 2010

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This policy deals with the reimbursement of expenses by employees, directors and members while working or volunteering on behalf of the COF. The policy does not apply to those who have a business relationship with the COF.

1. Expenses will be reimbursed upon the submission of an expense claim to the COF in accordance with this policy.
2. Employee expenses must be pre approved by the board or their delegate. This approval could be for a specific project or for general expenses.
3. Directors expenses incurred in the performance of their duties will be reimbursed. Any expenses over \$200 must have prior board approval.
4. Expenses incurred by members must be pre approved by the board or their delegate.
5. Mileage expenses will be reimbursed at the rate of \$0.20/km
6. Receipts for all non mileage expenses must be submitted with the expense claim. Receipts should be the original receipt and should show the suppliers GST registration and GST paid. Copies of a credit card or bank statement showing an expense are not acceptable.
7. Expense claims are to be submitted within 6 months of the earliest expense on the form or within 1 week of the fiscal year end (i.e. by 7<sup>th</sup> April) whichever is earlier.
8. Expense claims must use the COF Expense Claim Form available as a PDF (for printing) or an Excel file.
9. Expense claims are to be approved by the President or Treasurer.