



**SGA/AGÉ FINANCIAL POLICIES &
PROCEDURES – EXPENSE CLAIM POLICY**



SGA/AGÉ FINANCIAL POLICIES & PROCEDURES

Title:		Expense Claim Policies	
Category:		Financial Policy	
Ratified:	June 25th, 2018	Effective:	June 26th, 2018

RATIONALE

This policy exists to regulate expense claims and is comprised of the following sections:

- General Rules and Definitions
- Transportation
- Meals and Entertainment
- Accommodations
- Miscellaneous Expenses

DEFINITIONS

SGA/AGÉ team member: An SGA/AGÉ team member is an appointed, or elected member of the Board of Directors, or any full or part-time SGA/AGÉ staff person.

Guest: A guest is considered any person or persons representing an outside organization. This includes but is not limited to other student associations and Laurentian University officials.

Traveling expense: An expenditure incurred by an SGA/AGÉ member while on authorized travel for SGA/AGÉ business.

Mileage: The distance between centres actually driven in a personally owned automobile tabulated from mileage charts. Actual mileage can be used where no mileage is available.

Home campus: The campus where the SGA/AGÉ team members are employed.

SECTION 1: GENERAL RULES AND DEFINITIONS

DETAILS

1. All expenses should meet the conditions set out in this policy before the expense is incurred.
 - 1.1. The SGA will not be responsible for any unapproved or false expenses.
2. While the provisions of this policy apply to the permanent SGA/AGÉ staff, all approvals of expenses shall be the responsibility of the signing authority for such staff.
3. Expenses that may be recovered from the SGA/AGÉ must be authorized by the President on all claim forms, with input from the relevant department head.
4. Expenses should be claimed no later than one month after they were incurred.
 - 4.1. Reimbursement of claims made more than one month after the purchase date will be at the discretion of the President and Director of Finance.



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5. Dated detailed receipts in the name of the payee are required for all expenses claimed (accommodations, transportation, registrations for seminars, etc.). If a receipt is not attached to the expense claim form, reimbursement will be left to the discretion of the signing authority and a signing officer.
6. In unusual circumstances a final decision for reimbursement will be made at the discretion of the Executive Committee.
7. Arguments or discrepancies arising from the Conference Attendance Policy and the Travel Expense Claim Policy may be appealed to the Executive.
8. In the event that the argument or discrepancy being appealed comes from an executive, the decision can be made by the SGA/AGÉ Board of Directors.

SECTION 2: TRANSPORTATION

DETAILS

1. Unless otherwise authorized, the most economical and efficient mode of transportation shall be used when traveling at the expense of the SGA/AGÉ.
 - 1.1. Avoidance of the shortest and lowest cost route must be approved.
 - 1.2. Failure to do so may result in reimbursement privileges being withheld at the discretion of the signing authority.
 - 1.3. In the event that the discrepancy involves the signing authority, discretion will be left to the Executive Committee.
2. Advantage is to be taken of return fares, reduced rates, or “package” travel arrangements, where possible.
3. The mileage rate for the use of personally operated automobiles or vehicles shall be determined in accordance with the automobile allowance rates set out by the Government of Canada.
 - 3.1. \$0.55 per kilometer for the first 5,000 kilometers driven.
 - 3.2. \$0.49 per kilometer driven after that.
4. When a member is required to travel, during the course of their normal duties and there is a charge for parking, these charges may be claimed if the receipt is submitted along with the claim.
5. SGA/AGÉ team members will not be reimbursed for travel expenses incurred for attending regularly scheduled SGA/AGÉ meetings at a home campus.
 - 5.1. Travel expenses to or from out-of-town destinations and out-of-town accommodations are acceptable. Other out-of-town expenses should only be claimed if they were incurred through SGA/AGÉ business.
6. Where group transportation is provided and the SGA/AGÉ team member is unable to take advantage of these arrangements, reimbursement will not be made, unless the failure to take advantage of group transportation was caused by official SGA/AGÉ business.



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7. The SGA/AGÉ will not take responsibility for any tickets or traffic violations incurred by any SGA/AGÉ member while performing SGA/AGÉ related business.
 - 7.1. It is the responsibility of the member to ensure that all legal requirements of driving an automobile are met. This includes having a valid driver's license and sufficient insurance.
8. Reimbursement for automobile travel will be based on kilometer readings from the Google Maps. Other methods for determination of mileage can be used at the discretion of the Executive Committee.
9. Whenever possible, an SGA/AGÉ approved car rental company should be used.

SECTION 3: MEALS AND ENTERTAINMENT

DETAILS

1. Travel away from usual place of duty that spans a normal mealtime entitles an SGA/AGÉ team member to reimbursements for such meals, if they are not provided. It is expected that normal meal expenses would not exceed a specified per meal amount per day.
 - 1.1. Combinations for Meal Reimbursements
 - 1.1.1. In Toronto, Hamilton, or Niagara area, or anywhere outside of Ontario:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
Total	\$65.00
 - 1.2. Reimbursement of any meal claim that exceeds this amount will be at the discretion of the signing authority and a signing officer.
 - 1.3. Receipts are required for meal expenses.
2. When a member pays meal expense for a guest, this expense should be identified separately on the expense claim form and detailed receipts should be provided. Reimbursement is at the discretion of the signing authority and a signing officer.
3. Any cost of entertainment of conference delegates must be approved, in advance, by the signing authority and a signing officer.
4. The SGA/AGÉ will not reimburse for purchases of any alcoholic beverages during travel for work purposes. Purchases of alcohol at SGA/AGÉ-hosted appreciation dinners will be determined at the discretion of the Executive Committee.

SECTION 4: ACCOMMODATIONS



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DETAILS

1. The type, standard, and cost of accommodations, as well as the length of time for which accommodations are required shall be determined based on circumstances. The reasonableness of expenses shall be determined by the signing authority and a signing officer.
2. Members are expected to share occupancy where possible to cut costs on accommodations.
 - 2.1. Attendees do not have to share accommodations if they are uncomfortable in doing so.