

## **EXPENSE REIMBURSEMENT POLICIES**

### **A. GENERAL**

1. The Provisions of this Part A apply to all expenses reimbursable by the Branch.
2. The terms “Association”, “Branch”, “Committee”, “Council”, “Executive Committee”, “Member”, “National Council”, “North, Central and South Districts” and “Treasurer” are defined in the Branch By-laws.
3. “Travel” expenses mean air or vehicle travel, taxis and parking.
4. All air travel must be booked by the staff of the Branch, who may be contacted at (403) 263-3707. Only air travel booked on the basis of the least expensive reasonably available advance booking (economy class) is reimbursable.
5. Vehicle travel is reimbursed at the rate in the *Alberta Rules of Court*, to a maximum of the least expensive reasonably available advance booking air fare (economy class).
6. Administrative expenses are limited to long distance telephone, long distance fax and photocopying charges. Only long distance line charges for telephone and fax, and photocopying at the rate of \$.10 per page, are reimbursable. Overhead charges are not reimbursable.
7. All requests for reimbursement shall be submitted promptly, in writing, contain a breakdown of all expenses accompanied by receipts, and be signed and dated. Details of any expenses for which receipts are not available shall be provided. Unless otherwise stated below, requests for reimbursement must be submitted no later than 2 months following the end of the fiscal year of the Branch in which the expenses are incurred.
8. The Executive Committee may make exceptions to these policies when it is considered in the best interests of the Branch to do so.

## **B. COUNCIL**

1. The travel expenses incurred by members of Council to attend meetings of Council are reimbursable by the Branch:
2. Requests for reimbursement must be submitted no later than 2 months following the Council meeting for which they were incurred.

### **C. EXECUTIVE COMMITTEE**

1. The following expenses incurred by the Executive Committee are reimbursable by the Branch:
  - a) reasonable travel and accommodation to attend:
    - i) Executive Committee meetings;
    - ii) meetings and conduct business on behalf of the Branch;
    - iii) the national Annual General Meeting;
    - iv) the national Mid-Winter Meeting;
    - v) the Alberta Law Conference;
  - b) registration fees for:
    - i) the national Annual General Meeting (including the Closing Dinner);
    - ii) the national Mid-Winter Meeting (including the President's Dinner);
    - iii) the Alberta Law Conference;
  - c) reasonable long distance telephone, long distance fax, postage, photocopying and courier charges to conduct business of the Branch;
2. The following expenses incurred by spouses or guests of the Executive Committee are reimbursable by the Branch:
  - a) reasonable travel and accommodation to attend the Alberta Law Conference;
  - b) for the President's, Vice-President's and Executive Director's spouse or guest:
    - i) reasonable travel and accommodation to attend the national Annual General Meeting;
    - ii) registration fees for the national Annual General Meeting (including the Closing Dinner);
  - c) for the President's and Executive Director's spouse or guest:
    - i) reasonable travel and accommodation to attend the national Mid-Winter Meeting;
    - ii) registration fees for the national Mid-Winter Meeting (including the President's Dinner);
  - d) for the President's spouse or guest, where appropriate, reasonable travel and accommodation to accompany the President while conducting business and attending meetings on behalf of the Branch.
3. The Executive Committee may make exceptions to this policy when it is considered to be in the best interests of the Branch.

## **D. COMMITTEES**

1. The expenses of a Committee must not, without the prior approval of the Executive Committee, exceed the Committee's budget.
2. Whenever possible, Committees which include members from more than one centre shall meet via conference telephone. Members resident in Calgary and Edmonton should attend the Southern or Northern Branch offices, respectively, for conference calls. Conference calls may be booked by contacting the staff of the Branch at (403) 263-3707.
3. Meetings in person shall be held, whenever possible, in the Southern or Northern Branch offices. Reasonable food costs will be covered from the Committee's budget.
4. If required, travel and administrative expenses will be reimbursed from the Committee budget.
5. Requests for reimbursement must be submitted no later than 2 months following the Committee meeting for which they were incurred.

## **E. ALBERTA LAW CONFERENCE**

1. Subject to the guidelines in this Part and in Part A, the following expenses of panelists at the Alberta Law Conference are reimbursable by the Branch, provided the expenses are considered necessary, reasonable and approved in advance by the Executive Director or Chair of the Alberta Law Conference:
  - a) travel;
  - b) hotel;
  - c) meals; and
  - d) administrative
2. If necessary and approved by the Executive Director, meals not included in the Alberta Law Conference registration fee, may be reimbursed, up to a maximum of \$20.00 for breakfast, \$30.00 for lunch and \$50.00 for dinner.
3. Hotel expenses are only reimbursable for those panelists from outside Alberta who are unable to return home the day of their panel. If required and approved, hotel rooms will be booked by the staff of the Branch. Incidentals (charges beyond the basic room charge and applicable taxes) are the responsibility of panelists.
4. Requests for reimbursement must be submitted no later than 2 months following the Alberta Law Conference.
5. Registration fees for the Alberta Law Conference shall be waived for panelists and members of the planning committee.

## **F. CHILD AND DEPENDANT ADULT CARE**

1. Reasonable child care and dependant adult expenses incurred by Members during scheduled Branch meetings of Committees, Council and the Executive Committee held during evenings or on weekends will be reimbursed by the Branch, up to a maximum of \$40 per day.
2. Child care expenses may be claimed only for dependant children.
3. Except with prior leave of the Treasurer, the care must be provided by a non-family member.
4. Receipts for actual expenditures must be attached to each claim for reimbursement, and each receipt must specify the date and times worked by the caregiver on each day, the name and address of the caregiver and the names of the children or dependant adult cared for.
5. Reasonable child care and dependant adult expenses incurred by Members during scheduled Section meetings held during evenings or on weekends may be reimbursed by a Section on the same basis, provided the reimbursement of such expenses has been budgeted for in the Section's budget and approved of by the Section's executive.