

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.3.10
Section:	Finance	Issued:	December 6, 2013
Subject:	Guidelines for Expense Claims	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 6
Issued by	The Saskatchewan Association of Licensed Practical Nurses	Updated	August 28, 2019

1. POLICY

This policy identifies eligible expenditures and administrative procedures for reimbursing approved expenses for Council, Committee Members.

2. PROCEDURE

2.1 Overview

This policy applies to general expenses incurred while on SALPN business. When incurring expenses, claimants are expected to minimize costs without impairing the efficiency of the SALPN; avoid unnecessary cost.

All expenses must be approved by the Executive Director to qualify for reimbursement. The claimant must ensure that all expenses were in accordance with appropriate policies and procedures and were incurred on SALPN business.

An expense claim form should be completed for each occasion and submitted to the SALPN office within 30 days of the expense. In general, reimbursement of expenses will require receipts or invoices.

2.2 Air Travel

Claims for air travel will be reimbursed at actual costs at economy rates travelling by the most direct route. Additional costs incurred for stopovers, which are not related to SALPN business, will not be reimbursed.

Whenever possible air travel should be booked and be prepaid by the Office Administrator. Claimants making their own travel arrangements must pay for their own airfares and seek reimbursement by submission of a copy of the airline ticket or electronic airline ticket.

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2.3 *Private Automobiles*

Council members, Committee members and staff using a private automobile on approved SALPN business may claim reimbursement for mileage. Passengers may not claim mileage or equivalent costs. Mileage rates may be claimed according to the rates posted by the National Joint Council of Canada. Mileage rates are to be updated January 1 and July 1st of each calendar year.

Council members, Committee members are encouraged to car pool whenever possible. Staff are required to car pool whenever possible.

The SALPN will not reimburse parking and traffic violation tickets and penalties.

2.4 *Automobile Rentals*

Vehicle rentals require prior approval and may be authorized only when this method of transportation is economical and practical. Rentals are to be limited to the most economical vehicle depending on need and safety requirements.

2.5 *On Site Transportation*

Reimbursement will be made for the following expenditures, if incurred:

- a. parking charges, with receipt
- b. intra-city public transportation
- c. taxi fares, with receipt

Claimants should use airport limousine or train service to and from airports and hotels. Where taxis are necessary, or less expensive, claimants should share taxis and fare whenever possible.

2.6 *Insurance*

No travel insurance, other than insurance for vehicle rentals, will be reimbursed.

In Saskatchewan, private vehicles are covered for business travel with standard automobile plate insurance. Council, Committee members and staff may want to contact their insurer to determine if additional coverage is warranted.

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Additional insurance premium costs or losses arising from personal vehicle use (e.g., damage deductible, loss of personal effects, increased premiums due to accidents) while on SALPN business will not be reimbursed, as they are considered an operating cost reimbursed through the standard mileage amount.

Vehicles rented for SALPN business use must have appropriate insurance coverage. Some private automobile policies and credit cards provide liability coverage for rental vehicles, but the coverage should be verified in advance. Alternatively, additional insurance should be purchased from the vehicle rental provider, to cover the rental period, and may be submitted for reimbursement.

2.7 *Meals*

Per diem meal allowances may be claimed as per the rates posted by the National Joint Council of Canada, without submission of receipts. Meal allowances are considered to be inclusive of gratuities. Per Diem meal allowances are to be updated January 1st and July 1st of each calendar year. Meal expenditures without receipt can be claimed to a maximum of 75% the eligible allowance.

Meals may be reimbursed on the following conditions:

- a. Breakfast - if travelling or out of town before 0830
- b. Lunch – if travelling or out of town between 1130 and 1330
- c. Supper – if travelling or out of town after 1700

Claims for meals on a receipt basis may be made for allowable *Business Entertainment* purposes (see below).

Per diem meal allowances cannot be claimed for meals provided by the SALPN, provided at no cost to the claimant or included in registration fees for events such as seminars and conferences.

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2.8 *Accommodation*

Whenever possible accommodations should be booked and paid by the SALPN.

If self paying, original receipts are required Accommodation should be limited to reasonable amounts and not exceed the single occupancy rate. Claimants should book into faculties which have the 3S Health preferred rate.

Claimants are responsible for cancelling bookings and for advising the Office Administrator or designate of the reason and need to cancel the booking. The claimant may be responsible for any costs incurred if not cancelled.

Accommodation for one night before and one night after an event is acceptable, if the start and end times warrant such accommodation logistics. Longer periods are also acceptable if sufficient airfare savings can be demonstrated. Travel and accommodation dates should coincide with airline ticket dates

When using private arrangements for accommodation (e.g., staying with friends, relatives or colleagues), a per diem of \$50.00 per night (no receipt necessary) can be claimed.

All reasonable attempts should be made to travel the morning of the event if it is within 100 Km of your residence.

All reasonable attempts should be made to travel home the evening the event ends.

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2.9 *Telephone and Internet*

Claims for long distance business telephone calls will be reimbursed, if the calls are for business and are supported with invoices or separate hotel bill notations.

Personal long distance calls are the responsibility of the claimant (see *Incidentals* below).

Daily charges for internet access (through Hotels, etc.) are allowed if required for SALPN business.

2.10 *Incidentals*

An incidental expense allowance as per the rates posted by the National Joint Council of Canada can be claimed for personal expenses for each full day (0001 hrs to 2359 hrs) on travel status, with no requirement for receipts. Partial days are exempt. This incidental expense allowance is intended to cover sundries and other incidental business related expenses. Incidental rates are to be updated January 1st and July 1st of each calendar year.

2.11 *Business Entertainment*

The Council Chair and Executive Director may claim for reasonable business entertainment expenses that fall within the *Business Entertainment* guidelines. All other Council members, Committee members and staff require prior approval.

Business entertainment expenses can be claimed for the entertainment of SALPN guests and business associates. The Council Chair and Executive Director at his/her discretion may claim for Council, Committee or staff related entertaining.

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Business entertainment, hospitality and reception expenses must be for SALPN business and be authorized, reasonable, and appropriately documented. Reimbursable business entertainment expenses are restricted to meals and refreshments. Reimbursements for alcohol are typically not allowed.

All business entertainment expenditures must be supported by receipts. The name(s) and organization(s) or business relationship should be noted on the expense claim or SALPN credit card receipt.

2.12 *Non-allowable Expenditures*

The SALPN will not ordinarily reimburse personal expenses not identified in this policy, including but not restricted to:

- a. spouses or travel companions, stopovers enroute for personal reasons;
- b. travel or expenses necessitated for personal reasons or circumstances;
- c. laundry, valet, and personal care products;
- d. mini-bar, movies or other in-room entertainment;
- e. fines, interest and late charges, cost for failure to cancel reservations;

2.13 *Unsupported Amounts*

The Executive Director is responsible for the administration of this policy and procedures, and is authorized to question any claim, obtain further clarification when necessary, and challenge non-compliance with this policy. When expense claim amounts are not properly supported, the SALPN will deduct the amount in question when paying the claim so that payment of the remaining expenses is not delayed.

Disputed claims can be re-claimed when supported and satisfactorily resolved with the Executive Director.