

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.3.11
Section:	Finance	Issued:	December 6, 2013
Subject:	Processing Expense Cheques	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Updated:	March 8, 2017

1. POLICY

- 1.1 The processing and issuing of expense claims is dependent on the timely:
- a. Submission of the claim;
 - b. Internal processing of the claim;
 - c. Signing by two officers

2. PROCEDURE

- 2.1 All Council and Committee Expense Claims will be processed within ten working days of submission of the claim.
- 2.2 All reasonable efforts will be made to have the payment processed and forwarded to the Council or Committee Member within fourteen working days of submission of the claim.
- 2.3 Council and Committee Members may sign up for direct deposit for expense reimbursements. Expense claims must be submitted to the SALPN Office Administrator by the 12th of the month to receive reimbursement on the 15th; Or by the 26th to receive reimbursement on the 29th.