

Consultation Rep Expense Coverage Annual General Meeting

Members are encouraged to travel in the most economical way possible, giving consideration to sharing travel, making reservations early enough to qualify for economy rates, renting a van to travel in groups, and expensing actual gas use for long distances.

INSTRUCTIONS FOR SUBMITTING EXPENSE REPORTS:

- Expenses must be submitted on <https://sageapa.com/signin>
- Scan all official receipts. If claiming car allowance, attach a list of the names of passengers transported to the meeting.
- Expense reports are to be submitted within one month of incurring the expense.
- Expense reports not submitted within one month may not be eligible for reimbursement.
- Expense reports not submitted within the fiscal year (ie. October 31) will be rejected.
- Notify the Accounting Office finance@rnao.ca if payment is not received within 30 (thirty) days of submitting the account.

ALLOWABLE EXPENSES:

- Maximum daily meal allowance \$63.00, and only where a meal is not provided (max. \$13 for breakfast, \$20 for lunch and \$30 for dinner, respectively). Receipts must be submitted.
- One night, shared hotel accommodations, at RNAO rate. If you choose to room alone you must pay the other 50% of the room cost.

Kilometers:

- Southern Ontario 56 cents/km
- Northern Ontario 57 cents/km (defined as Sault Ste Marie, Sudbury, North Bay and vicinities and north and west)
- Please try to car pool wherever possible.
- Maximum allowable is equivalent to economy air fare. Claims for km reimbursement are audited prior to approval.
- Train, bus, air fare (economy only)
- Taxi to and from airport.
- Transportation expenses calculated from home address to and from city where meeting is held.

INELIGIBLE EXPENSES:

- Overnight accommodation with relatives\friends is not a reimbursable expense
- Salary replacement and/or loss of salary are non-allowable expenses, as per the Board of Directors policy.
- Movies, alcohol, day care, travel cancellation insurance, food and items of a personal nature are not reimbursed
- Personal phone calls are not reimbursed

RECEIPTS:

- RNAO auditors require receipts to justify expenditures of Association monies.