

Guidelines for Expense Reimbursement during week of AGM RNAO Annual General Meeting Hilton Toronto Hotel, 145 Richmond Street West, Toronto

The following information clarifies the expenses eligible for reimbursement for RNAO Board of Directors, Representatives (*formerly called Voting Delegates*), Chapter Presidents and Assembly Representatives of Regions 6, 7 & 10, Interest Group Chairs, and others who attend the April AGM. Request for reimbursement must be made on the standard RNAO expense report, **submitted within 30 days of attendance** at the AGM. Please attach all receipts for audit purposes. Send all requests for reimbursement to Ifrah Ali, Board Affairs Coordinator iali@rnao.ca

THOSE ATTENDING

NOTES

Board of Directors

President's Banquet (*ONE complimentary ticket for board members – **exception:** President / Immediate Past President or Pres-Elect*)
Hotel – standard room, single
(*Maximum **three** [3] nights*)
Travel – most economical
Meals – daily maximum \$45 and only where a meal is not provided

Consultation Representative (*formerly called Voting Delegate*)
or her/his Pre-Approved Alternate and only in the event the named Voting Delegate cannot attend; otherwise, an Alternate's expenses are not covered

Hotel standard room – shared accommodation only
(*Maximum **one** [1] night*)
Travel – most economical
Meals – daily maximum \$45 and only where a meal is not provided

Chapter President, Interest Group Chair or Alternate; and Regions 6, 7, 10 Assembly Reps (two)

Hotel standard room – shared accommodation only
(*Maximum **one** [1] night*)
Travel – most economical
Meals – daily maximum \$45 and only where a meal is not provided

Award Winner (including media award winner)

President's Banquet (*ONE complimentary ticket*)

GUIDELINES FOR EXPENSE REIMBURSEMENT – WEEK OF AGM

<u>THOSE ATTENDING</u>	<u>NOTES</u>
Chief Scrutineer(s) and Parliamentarian	President's Banquet (<i>one complimentary ticket</i>) Hotel standard room – <u>shared</u> accommodation only (<i>Maximum one [1] night</i>) Travel – most economical Meals – daily maximum \$45 and only where a meal is <u>not</u> provided
Scrutineer	NO EXPENSES PAID Please note that Scrutineers are chosen from amongst individuals already registered to attend the AGM
AGM Planning Committee Member (reimbursement for two members only)	President's Banquet (<i>one complimentary ticket</i>) Hotel standard room – <u>shared</u> accommodation only (<i>Maximum one [1] night</i>) Travel – most economical Meals – daily maximum \$45 and only where a meal is <u>not</u> provided

All other expenses are not eligible for reimbursement. RNAO Executive Office reviews and approves all expense reports and reserves the right to disallow unreasonable requests.

NON ELIGIBLE EXPENSES

Salary replacement and/or loss of salary is a non-allowable expense, as per RNAO Board of Directors Policy. Movies, alcohol, day care, travel cancellation insurance and items of a personal nature are non-allowable.

Any claim for reimbursement to attend an individual Interest Group Meeting must be made directly to the Interest Group.

For more information about expense reimbursement, please call Revathi Suresh, RNAO Accounting Administrator (extension 225) or RNAO Director, Finance and Administration, Nancy Campbell (extension 229).
RNAO home office # 416.599.1925 or call toll-free at 1.800.268.7199