

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

STATEMENT

The Alberta Municipal Clerks Association (the “Association”) recognizes the contribution of time and energy by its Board Members and the necessity of this contribution for the successful operation of the Association.

1.0 POLICY

- 1.1 All registration fees for Association hosted events will be waived for Board Members in recognition that these events would not be able to take place without their attendance.
- 1.2 All reasonable and necessary expenses incurred by a Board Member, or their municipality, in conducting authorized proper work of the Association may be reimbursed in accordance with this policy.
- 1.3 It is the intention of the Association to pay reasonable travel expenses incurred by Board Members while attending scheduled Board of Director Meetings, Association hosted events, and other approved Association business meetings where not reimbursed by the municipality.
- 1.4 The Board of Directors recognizes the value of in-person meetings and will schedule regular meetings in conjunction with in-person Association hosted events whenever reasonably possible. Up to two (2) other Board meetings may be scheduled in-person throughout the year when required to complete Association business. All other Board meetings shall be scheduled and conducted electronically.

2.0 TRAVEL EXPENSE STANDARDS

- 2.1 Travel may be authorized by the Board of Directors where the purpose for travel cannot be adequately met through correspondence, telephone, or other means of communication.
- 2.2 Travel may be authorized by the Board for the President, or their approved designate, to attend events when invited by affiliated organizations.
- 2.3 It is expected that Board Members determine the most economical and practical method of transportation available.
- 2.4 Board Members may claim the cost of all reasonable transportation to and from meetings.

- 2.5 Parking fees will be reimbursed at actual cost when supported by receipts. Normal parking meter parking fees may be claimed without a receipt.
- 2.6 Board Members are expected, whenever possible, to use reasonably priced accommodations, and shall be reimbursed for the full cost of accommodation.
- 2.7 The cost of meals while travelling should be reasonable and documented by receipts. The Association expects that sound judgement will be exercised.
- 2.8 Board Members may claim mileage for the use of their personal vehicle to attend approved meetings at the rate prescribed by the Province of Alberta. Alternately, in the event a company vehicle is used, the cost of fuel shall be reimbursed with supporting receipts.

3.0 EXPENSE REIMBURSEMENT STANDARDS

- 3.1 If expenses are incurred by a Board Member or their municipality while conducting Association business, the members are entitled to reimbursement at cost on the production of receipts and upon approval of the President.
- 3.2 Board Members should avoid charging business expenditures to a personal credit card that should more properly be charged to the corporate credit card or invoiced to the Association.
- 3.3 When necessary, and in exceptional circumstances, a business expenditure exceeding \$1,000 on a personal credit card may be approved by the Board of Directors. The approval may be by electronic means by a majority vote of the Board.

4.0 EXPENSE CLAIM PROCEDURES

- 4.1 All expense claims must be accompanied with supporting receipts, with the exception indicated in Section 2.5, and be approved by the President. Written approval via email will be an acceptable form of approval.
- 4.2 In the case of an expense claim for the President, the Vice-President shall be responsible for approving the claim.
- 4.3 All expense claims for approved travel or purchases should be submitted to the Treasurer, with proof of approval, for processing.
- 4.4 If unusual expenses are incurred, the Board of Directors shall be responsible for approving the claim through a majority vote.