

F-01 Expense Reimbursement Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	December 1992	Oct/02, Sept/07, Nov/17, Apr/18Nov/18	March 2019

1. POLICY STATEMENT

To reimburse Board, committee members, and staff (e.g. Registrar, Investigator, Office Manager, etc.) for expenses incurred while representing MARRT at meetings, conferences and other MARRT related activities. Costs incurred outside of approved yearly budget must be Board directed and pre-approved.

2. DEFINITIONS

None

3. POLICY

The MARRT will reimburse the direct costs of attending MARRT meetings and activities. Reimbursement will include:

- Mileage
- Parking
- Accommodations & Travel
- Per diem to cover travel/incidental expenses while on MARRT business
- Amounts reimbursed as per Government of Canada Per Diem Guidelines.

A completed expense summary form, including all receipts, to be forwarded to the Association Manager and/or Treasurer of the MARRT for reimbursement on a monthly basis.

4. REFERENCES

Government of Canada Per Diem Guidelines,

<http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>