

AREA 81 - EXPENSE POLICY

1. Eligible positions. The following Area 81 positions are eligible to be reimbursed for expenses as outlined in this policy: Area Chair, Area Officers, General Service Delegate, Alternate Delegate, Area Committee Chairs. The Assembly may from time to time designate ad hoc, temporary or special positions as expense eligible (e.g., when an individual not in the above list is asked to carry out a specific Area task that involves expenses).

2. Budgets - once per year, each person occupying an expense eligible position will submit to the Area 81 Treasurer their anticipated expense needs for the upcoming year. From this information and past history, the Treasurer will produce a budget for the upcoming year, to which actual expenses will be compared. In addition, a more comprehensive financial statement is to be developed after the Fall 2011 Assembly.

3. Persons occupying expense eligible positions serve without financial compensation and they may not, directly or indirectly, receive any profit from his/her position. However reasonable expenses incurred in the course of Area 81 business shall be fully reimbursed according to this policy. Generally, these expenses will cover the basic duties of the elected or appointed office (annually, registration at, and travel to two Area Assemblies & two Area Committee Meetings, postage, copying, phone calls, and supplies). In addition, expenses to further a project that has been reviewed and recommended by the Area Committee and approved by the Area Assembly will be reimbursed.

4. Delegate Expenses. In addition to the amount provided by Area 81 to GSO for Delegate expenses at the Conference, Area 81 may approve and provide the Delegate an advance amount for incidental expenses. In addition and as in the past, separate advances of \$200 each is made twice per year to the Delegate for expenses between Assemblies. In either case these amounts are to be covered by receipts (for expense items over \$15 each). In either case where an advance is not spent in total, the excess amount is returned to Area 81 by the Delegate. Funds in excess of these advances may be approved by the Area Treasurer when justified and available.

5. Past Delegates. Past Delegates may be invited to perform a specific function at events. In such cases, their expenses will be reimbursed.

6. Those Groups or Districts that invite persons holding expense eligible positions to participate in their local workshops or gatherings are requested to cover the costs of reasonable lodging, meal and travel expenses. Where this is not possible, they are asked to contribute what they can.

7. Expense Reimbursement Forms will be provided by the Area Treasurer to aid accurate record keeping of expenses incurred while performing jobs. Reimbursement for reasonable expenses in accordance with this Policy will be made, upon submission of a completed reimbursement form to the Treasurer. Completed forms are to be provided to the Treasurer within one month of any event requiring expense reimbursement. Receipts are required for all expenses over \$15. In some circumstances, it may be appropriate to reimburse expenses in advance, however an expense reimbursement report is still required.

8. Any special, unbudgeted or otherwise unexpected expense over \$30 is to be authorized in advance by the Area Treasurer to ensure availability of funds. These special requests will be minimized if allowance for such contingencies is included in annual budget requests.

9. Lodging and meals are to be at reasonably priced facilities. Persons eligible for lodging reimbursement are encouraged to share accommodations whenever possible.

Travel time and length of the event dictate the need for overnight stays. It is understood that travel time may be affected by weather conditions, forecast or actual.

Common sense should prevail, but as a rule one-way distance of approximately 200 km or more justifies a one night overnight stay for one-day Committee Meetings & Transition Meetings. For longer events, such as Area Assemblies/Roundups, two nights stay is justified for one-way travel of 150 km or more. The maximum reimbursable expenses for 2 day event (Assembly/Round Up) is \$290 plus kilometre reimbursement. The maximum for 1 day event (Committee Meeting) is \$150.00 plus kilometre reimbursement. Receipts are required in both cases for all expenses over \$15, except as noted in Item # 10.

Where the Area 81 Delegate travels otherwise within the Area for Area functions, reimbursement is made for one night for events requiring one-way travel of 250 km or more.

It also should be kept in mind that it is sometimes less expensive to stay overnight than drive back and forth to events (e.g. tolls, fuel cost).

10. Travel. For motor vehicle travel, persons eligible for reimbursement by Area 81 are encouraged to travel together whenever possible. For airline travel, reservations are to be made in enough time to allow the least expensive fares possible.

Highway/Bridge tolls are reimbursable (receipts not required). Fuel for travel by motor vehicle is reimbursed at the rate of \$0.15 per kilometre - this figure is based on the fuel consumption of a four-door "fullsize" sedan (e.g. 2008 Chevrolet Impala) @ \$1.30/litre. The driver, if holding an eligible position, normally claims these expenses. If not, one of any eligible persons who is a passenger in the vehicle makes the claim and reimburses the driver.

The Area 81 Treasurer has the authority to adjust the per kilometre rate up or down to reflect fuel price movement.

11. To enhance transparency and demonstrate accountability, this policy is to be included in the Area 81 Structure and Operating Handbook and published on our website.

12. Date of entry into effect of this Policy is the day following the Fall 2011 Area 81 Assembly & Roundup (as per present plans for this event, the effective date is October 24, 2011).

13. Changes to this Policy may only be made by a substantial majority (2/3) of the Area 81 Assembly.

AMENDMENTS TO THE AREA 81 EXPENSE POLICY:

MAY 9, 2015, amended by the Area 81 Assembly, making the following changes in Item # 9:

"...250 or more justifies a one night overnight stay for one-day Committee Meetings & Transition Meetings 200 km" becomes:

"...200 km or more justifies a one night overnight stay for one-day Committee Meetings & Transition Meetings"

"For longer events, such as Area Assemblies/Roundups, two nights stay is justified for one-way travel of 150 km or more" becomes:

"For longer events, such as Area Assemblies/Roundups, two nights stay is justified for one-way travel of 150 km or more"

OCTOBER 22, 2011, amended by the Area 81 Assembly, inserting the following in Item 9:

"The maximum reimbursable expenses for 2 day event (Assembly/Round Up) is \$290 plus kilometre reimbursement. The maximum for 1 day event (Committee Meeting) is \$150.00 plus kilometre reimbursement. Receipts are required in both cases for all expenses over \$15, except as noted in Item # 10."

The amended policy becomes Version 3, May 9, 2015