

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Number: FIN - 005

SUBJECT: REIMBURSEMENTS OF EXPENSES WHEN ON TRAVEL STATUS - NATIONAL COUNCIL OF CANADA.

DATE ADOPTED: JUNE 14, 2003

PURPOSE: To set out policy for National Council of Canada members and employee (s) on the reimbursements of expenses incurred when on travel status on behalf of the National Council of Canada (NCC).

POLICY: The following per diem allowances can be claimed for expenses incurred while on business related travel within Canada on behalf of the NCC:

A) Meals: Breakfast \$10.00, Lunch \$15.00, Supper \$25.00

B) Transportation: The most economical/efficient travel means is to be used; travel via motor vehicle: 0.40 cents per kilometer.

C) Accommodation Rates: a maximum of \$110.00 per day

The President of the NCC may authorize expenditures exceeding the above per diem expenses.

All NCC business related travel to foreign countries shall be approved by the President of the NCC; claims as a result shall respect the principles of efficiency and economy.

Receipts must accompany all claims, when applicable.

PROCEDURE: Claims are submitted to the National Treasurer with the appropriate receipts. All responsibility rests with the National Treasurer for controls.

ACCOUNTABILITY: The claimant to the President of the National Council.

LOCAL RESPONSIBILITIES:

To submit all claims with appropriate receipts.

To exercise prudence regarding travel expenditures in compliance with the Rule.

REFERENCE: The Rule, (rev 2007).

FIN – 005*

ORIG – May 2003/Rev 11/06