

## Policy – Reimbursement of Expenses

### A. GENERAL

1. The Provisions of this Part A apply to all expenses reimbursable by the Branch.
2. “Travel” expenses mean air or vehicle travel, taxis and parking.
3. All air travel and accommodations must be booked by the staff of the Branch, who may be contacted at (403) 263-3707. Only air travel booked on the basis of the least expensive reasonably available advance booking (economy class) is reimbursable. Fees for the pre-selection of seats for flights under three hours and additional luggage fees are not reimbursable. Missed flight costs or change fees are not reimbursed.
4. Vehicle travel is reimbursed at the rate in the Alberta Government Travel Policy, to a maximum of the least expensive reasonably available advance booking air fare (economy class).
5. Administrative expenses are limited to long distance telephone, long distance fax and photocopying charges. Only long distance line charges for telephone and fax, and photocopying at the rate of \$.22 per page, are reimbursable. Overhead charges are not reimbursable.
6. All requests for reimbursement shall be submitted promptly, in writing on the Expense Reimbursement Form, contain a breakdown of all expenses accompanied by receipts, and be signed and dated. Details of any expenses for which receipts are not available shall be provided and may be reimbursed at the discretion of the Executive Director. Unless otherwise stated below, requests for reimbursement must be submitted no later than 1 month following the end of the fiscal year (August 31) of the Branch in which the expenses are incurred.
7. The Executive Director may make exceptions to these policies when it is considered in the best interests of the Branch to do so.

## **B. BOARD OF DIRECTORS**

1. The travel expenses incurred by members of the Board to attend meetings of the Board are reimbursable by the Branch in accordance with the Expense Policy Part A General.
2. The following expenses incurred by a spouse or a guest of the Board member are reimbursable by the Branch:
  - (a) reasonable travel to attend the annual Board retreat and meeting
  - (b) other specified events at the discretion of the Executive Director

## C. EXECUTIVE COMMITTEE

The following expenses incurred by the Executive Committee are reimbursable by the Branch:

- (a) reasonable travel, accommodation, and registration fees to attend:
  - i) Executive Committee meetings;
  - ii) meetings and to conduct business on behalf of the Branch;
  - iii) specified national CBA governance meetings such as the National AGM and Leadership Forum and incoming President's orientation;
  - iv) Alberta Law Conferences or other specified Branch events;
- (b) reasonable long distance telephone, long distance fax, postage, photocopying and courier charges to conduct business of the Branch;

2. The following expenses incurred by spouses or guests of the Executive Committee are reimbursable by the Branch:

- (a) President's spouse or guest:
  - i) reasonable travel, accommodation and guest registration fees to attend the Alberta Law Conferences or other specified Branch events;
  - ii) reasonable travel, accommodation and guest registration fees to attend specified national CBA governance meetings such as the National AGM and Leadership Forum;
  - iii) where appropriate, reasonable travel and accommodation to accompany the President while conducting business and attending meetings on behalf of the Branch.
- (b) Executive Director's spouse or guest:
  - i) reasonable travel, accommodation and guest registration fees to attend the Alberta Law Conferences or other specified Branch events;

- ii) reasonable travel, accommodation, and guest registration fees to attend specified national CBA governance meetings such as the National AGM and Leadership Forum and incoming President's orientation;
- iii) reasonable travel and accommodation for the ASAE CEO Symposium or equivalent;

(c) Vice President's spouse or guest:

- i) reasonable travel, accommodation and guest registration fees to attend the Alberta Law Conferences or other specified Branch events;
- ii) reasonable travel, accommodation and guest registration fees to attend specified national CBA governance meetings such as incoming President's orientation;
- iii) reasonable travel and accommodation to attend the ASAE CEO Symposium or equivalent;

(d) Treasurer's, Secretary's and Past President's spouse or guest:

- i) reasonable travel, accommodation and guest registration fees to attend the Alberta Law Conferences or other specified Branch events.

3. The following guidelines are intended to assist Executive Committee members in submitting expense claims:

- (a) Executive members are allowed up to \$400 for a single Maple Leaf Lounge pass and a Nexus pass application or renewal, supported by original receipts.
- (b) Hotels and rooms are selected based on preferred suppliers and best available rates at business class or higher hotels. Alternatives or room upgrades may be selected at the individual's expense; reimbursement will be at the best available/preferred supplier rate.
- (c) Travel reimbursement is only for the days of required business meeting attendance. Executive committee members may opt to travel the night before if the meeting begins at 9 am or earlier or if flight connections are not available. If meetings end later than 4:30 pm and the travel time is more than two hours, then an overnight stay may be approved.

- (d) Car rentals are not included although exceptions may be made related to least expensive travel alternatives.
  - (e) The CBA does not reimburse golf fees or other optional activities.
  - (f) For attendance at other legal community events:
    - i) The Branch will generally buy a table of up to 8 for both the Edmonton Bar Association Judges Dinner and the Calgary Bar Association Judges/QC Dinner, and other special milestone events. All available Executive members attend, with extra seats being offered at the Executive Director's discretion to other volunteers.
    - ii) For other community legal events to which the CBA receives invitations, the most senior Executive member living in that community is the first choice to attend as the CBA representative, and if they are unavailable, the order of seniority is followed. A second ticket may be secured for, in order of preference: a fellow Executive member, a CBA volunteer, or a spouse.
  - (g) The President, if invited to other western Canadian Branch Mid-Winter meetings, may have registration, reasonable travel and accommodation covered.
4. The Executive Director may specify additional events or expense coverage or make exceptions to this policy when it is considered to be in the best interests of the Branch.

## **D. COMMITTEES**

1. The expenses of a Committee must not, without the prior approval of the Executive Committee, exceed the Committee's budget.
2. Whenever possible, Committees which include members from more than one centre shall meet via conference telephone or videoconference. Members resident in Calgary and Edmonton should attend the South or North Branch offices, respectively, for conference calls. Conference calls may be booked by contacting the staff of the Branch at (403) 263-3707.
3. Meetings in person shall be held, whenever possible, in the South or North Branch offices. Reasonable food costs will be covered from the Committee's budget.
4. If required, travel and administrative expenses will be reimbursed from the Committee budget.
5. Requests for reimbursement must be submitted no later than 2 months following the Committee meeting for which they were incurred or for August meeting, by September 30 to align with fiscal year end reporting.
6. The Executive Director may make exceptions to this policy when it is considered to be in the best interests of the Branch.

## **E. ALBERTA BRANCH CONFERENCE**

1. Subject to the guidelines in this Part and in Part A, the following expenses of panelists at the Alberta Branch Conference are reimbursable by the Branch, provided the expenses are considered necessary, reasonable and approved in advance by the Executive Director or Chair of the Alberta Branch Conference:

- (a) travel;
- (b) hotel;
- (c) meals; and
- (d) administrative

2. If necessary and approved by the Executive Director, meals not included in the Alberta Branch Conference registration fee, may be reimbursed, up to a maximum of \$20.00 for breakfast, \$30.00 for lunch and \$50.00 for dinner.

3. Hotel expenses are only reimbursable for those panelists from outside Alberta who are unable to return home the day of their panel. If required and approved, hotel rooms will be booked by the staff of the Branch. Incidentals (charges beyond the basic room charge and applicable taxes) are the responsibility of panelists.

4. Requests for reimbursement must be submitted no later than 2 months following the Alberta Branch Conference.

5. Registration fees for the Alberta Branch Conference shall be waived for panelists and members of the planning committee.

6. The Executive Director may make exceptions to this policy when it is considered to be in the best interests of the Branch.

## **F. CHILD AND DEPENDANT ADULT CARE**

1. Reasonable childcare and dependant adult expenses incurred by Members during scheduled Branch meetings of Committees, Board and the Executive Committee held during evenings or on weekends will be reimbursed by the Branch, up to a maximum of \$40 per day.
2. Childcare expenses may be claimed only for dependant children.
3. Except with prior leave of the Treasurer, the care must be provided by a non-family member.
4. Receipts for actual expenditures must be attached to each claim for reimbursement, and each receipt must specify the date and times worked by the caregiver on each day, the name and address of the caregiver and the names of the children or dependant adult cared for.
5. Reasonable childcare and dependant adult expenses incurred by Members during scheduled Section meetings held during evenings or on weekends may be reimbursed by a Section on the same basis, provided the reimbursement of such expenses has been budgeted for in the Section's budget and approved of by the Section's executive.
6. The Executive Director may make exceptions to this policy when it is considered to be in the best interests of the Branch.