

**Policy and Procedure**

<b>Type:</b> Financial		
<b>Policy No. F.002</b>	<b>Expense Guidelines and Reimbursement</b>	<b>Page 1 of 2</b>
<b>Issued:</b> 24/09/2019	<b>Revised:</b> n/a	<b>Supersedes:</b> n/a

**PURPOSE**

OAMP members conducting OAMP business (including travel) are reminded to be frugal to keep costs low and to set an example of fiscal responsibility to the membership. As transportation is generally the largest expense, arrangements should be made as early as possible to get the most economical rates. These policies and procedures are subject to the provisions of OAMP by-laws. If there is any conflict between these procedures and the by-laws, the by-laws prevail.

**POLICY**

Expense claims, including receipts, must be submitted to the OAMP Treasurer for processing. Expenses exceeding \$500 will require Board approval in accordance with OAMP Internal Controls policy No. F.001.

**1. Travel Guidelines**

- (a) Train travel shall be the most economical fare where possible. Via Business Class is allowed if there are no meal charges claimed for the travel time involved.
- (b) Air fares shall be the most economical fare possible and no Business Class airfares are allowed.
- (c) In general rental cars shall not be paid for, except where it can be demonstrated that this is the most economical solution, or if used to transport multiple people to a meeting (thus saving the cost of airfares). Allowances for the use of the members’ own car shall be paid out to the limit of the equivalent lowest total cost of alternative travel. Claimants should be prepared to demonstrate that their choice is the most economical if required
- (d) Ground Transportation to airport will be reimbursed upon receipts. Members are encouraged to share taxis if possible or use shuttles. Receipts for taxi/shuttle fares must be submitted to the OAMP Office for reimbursement. Mileage for use of one’s car may be submitted.
- (e) OAMP designated representatives to meetings may have ground travel expenses covered provided they are pre-approved. Expense claims must be submitted to the OAMP Office for reimbursement.

**2. Accommodation Guidelines**

- (a) Members will be allocated a maximum number of approved nights of accommodations.
- (b) Extra charges on hotel rooms (double accommodations for companions or incidentals) will not be covered by the OAMP. Extenuating circumstances must get the pre-approval of the Treasurer.

**4. Speaker Reimbursement**

<b>Approved by:</b>	Board, Motion recorded in minutes of 24/09/2019
<b>Review:</b>	5 year

<b><i>Policy No. F.002</i></b>	<b><i>Expense Guidelines and Reimbursement</i></b>	<b><i>Page 2 of 2</i></b>
--------------------------------	--	-------------------------------

Invited speakers who are not members of OAMP, OAMP will reimburse travel expenses in accordance with the travel expense policies above.

#### **5. Gift Reimbursement**

Gifts in recognition of contribution to OAMP (eg. volunteer effort, invited speaker) may be purchased and reimbursed providing that the gift is adequately justified and is of a nominal value.

#### **CROSS REFERENCES**

Financial Policy F.001 – Internal Controls and Financial Reporting