

CLAIM OF EXPENSES POLICY



POLICY NUMBER: F001-02

DATE APPROVED: March 2016

DATE TO BE REVIEWED: May 2017

DISTRIBUTION: NSAMRT Membership

COMMITTEE: Finance Committee

DATE(S) REVIEWED (REVISED): May 23, 2016

ISSUING AUTHORITY: NSAMRT Board

APPROVAL: 

POLICY

Expense Claims

RATIONALE

This policy is designed to assist NSAMRT members in reporting expenses incurred while conducting NSAMRT business activities.

The NSAMRT expects members to act responsibly and professionally when incurring and submitting costs. The organization will reimburse members for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, telephone and fax charges, and purchases made on behalf of the organization. The specified guidelines for reimbursement are included on the expense claim form.

PROCEDURE

Members must submit an expense claim form to the Chair of the appropriate committee within 30 days of the meeting. A separate expense form is required for each meeting/claim purpose.

Any questions related to the content of this policy or its interpretation should be directed to the NSAMRT finance committee.