



Policies and Procedures - Financial

Name:	Approved:	Replaced:
Reimbursement Policy	September 2014	May 2018

1.0 General

- Claims must be submitted to the CKBC office NO LATER THAN THIRTY (30) DAYS AFTER THE LAST DAY of the event/meeting, otherwise reimbursement will not be provided.
- Original receipts for all expenses other than mileage and meals are required, otherwise payment will not be made.
- Please allow 3-5 weeks for reimbursement.

2.0 Expense Reimbursement

Meals (Canada)	<p>Maximum \$55 per day</p> <p>\$55 for each day away from home and applicable meal allowances for partial days away from home.</p> <p>Meal Breakdown Guidelines:</p> <table> <tr> <td>Breakfast</td> <td>\$12</td> </tr> <tr> <td>Lunch</td> <td>\$18</td> </tr> <tr> <td>Dinner</td> <td><u>\$25</u></td> </tr> <tr> <td>Total</td> <td>\$55</td> </tr> </table>	Breakfast	\$12	Lunch	\$18	Dinner	<u>\$25</u>	Total	\$55
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Meals (Outside Canada)	<p>Maximum \$55 per day</p> <p>\$55 for each day away from home and applicable meal allowances for partial days away from home.</p> <p>Meal Breakdown Guidelines:</p> <table> <tr> <td>Breakfast</td> <td>\$12</td> </tr> <tr> <td>Lunch</td> <td>\$18</td> </tr> <tr> <td>Dinner</td> <td><u>\$25</u></td> </tr> <tr> <td>Total</td> <td>\$55</td> </tr> </table>	Breakfast	\$12	Lunch	\$18	Dinner	<u>\$25</u>	Total	\$55
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Accommodation	<p>All accommodation reservations must be made through the CKBC office. Reimbursement for double accommodation will be provided upon the provision of original receipts. The amount of such reimbursement will not exceed the rate received through the CKBC office bookings. If single accommodation is requested by the claimant, the claimant will be responsible for the cost difference between single and shared accommodation. If staying with friends or family, accommodation/ transportation claim will be limited to \$12 per day.</p>								
Travel	<p>Private Car: For distances over 80 km round trip, the total of road travel (\$0.30/km) or advance booking economy airfare, whichever is less.</p> <p>Air/Rail: Maximum allowance is equivalent to advance booking economy airfare. All air travel must be booked through CKBC, unless alternate arrangements are previously approved by CKBC staff.</p>								

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Taxi/Airport Bus	<p>CKBC will only pay up to the cost of the airport bus for ground travel to and from the airport. (If airport bus is offered by hotel.)</p> <p>CKBC does not, as a policy <u>fully reimburse</u> for taxi fares, unless the fare is shared with another CKBC claimant.</p>
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