

MEETING EXPENSES

VANS committees and their members must submit budgets for approval by the Executive Director or Finance Committee before monies are spent or expenses claimed. Expense claims submitted without prior budget approval will not be reimbursed.

Directors, staff, contractors, and board committee volunteers (individuals) may claim for travel expenses related to board meetings, committee meetings, and the Annual General Meeting when held in person. Every effort should be made to hold meetings virtually to reduce expense claims. In person meetings should only be scheduled when deemed necessary by the Executive Director or Finance Committee after submitting a meeting expense budget.

To encourage virtual meetings, meal allowances may be reimbursed at per-diem rates as follows: Breakfast: \$8, Lunch: \$15, Dinner \$20 subject to budgetary approval. Alcohol and other substances will not be reimbursed. For parent/guardian volunteers of children under the age of twelve, childcare costs associated with committee or board meetings may be reimbursed at a rate of \$15 per hour of active participation in a meeting up to a maximum of 3 hours.

For personal vehicles, individuals will be reimbursed for mileage at a rate of \$0.50/km. For public transportation, individuals will be reimbursed for receipted costs. Individuals who have to travel 300km or more each way may claim up to two night's commercial accommodation at the lowest available rate to a maximum of \$150 per night. Individuals are encouraged to use billeted accommodation where possible and will be reimbursed \$40 per night.

Expense claim forms and copies of receipts must be submitted within 30 days of the meeting. Individuals are encouraged to billet and request the gov't rate when staying at other accommodations.

Expense claims submitted without prior budget approval will not be reimbursed.

RECEIPTS

Detailed receipts must be obtained and submitted to support all travel expenditures, including transportation ticket stubs; pre-paid transportation and meals or accommodation shall also be noted. HST on receipts is recorded to support our own HST reimbursements. The only expenses for which receipts are not required are as follows: parking meter, claims for per diem meal allowances (unless otherwise specified), taxis utilized on trips for which the cost is \$7.00 or less, claims for car mileage or allowances, and private accommodations. Where the employee certifies that the receipt was lost, accidentally destroyed, or unobtainable, a personal declaration may replace the receipt. Credit card transaction records are not acceptable as receipts. Charges for bridge, ferry, causeway tolls and parking fees actually and necessarily incurred on business may be claimed.

RENTAL VEHICLES Individuals are responsible for the payment of rental costs where such is authorized for travel use. Such cost will be reimbursed to the employee upon receipt of their travel reimbursement request. Kilometer reimbursements may not be claimed for rental vehicles. It is the sole responsibility of the individual who rents a vehicle to ensure compliance with the terms and conditions of the rental agreement.

ACCOMMODATION Visual Arts Nova Scotia will authorize an individual to stay in establishments that are conveniently located and comfortably equipped, when travelling 300km or more each way, up to \$150/night for a maximum of 2 nights, and proof of payment is required. The use of luxury accommodation will not be authorized. When planning trips, individuals should normally stay at establishments offering government rates. It is the responsibility of the individual to identify themselves as a representative of Visual Arts Nova Scotia in order to ensure that the government negotiated rate for commercial accommodation is provided. Where the use of billeted accommodation is authorized by the Employer's supervisor, Employees may be reimbursed to a maximum of \$40.00 per night.

MEAL ALLOWANCES

The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out as follows: Breakfast per diem \$8.00 Lunch (mid-day) per diem \$15.00 Dinner (evening) per diem \$20.00. The cost of breakfast may be claimed only when the employee has been traveling on business for more than one hour before the recognized time for the start of the day's work. The cost of the evening meal may be claimed when the employee is not expected to return to their residence before 6:30 pm. Meals for travel within Nova Scotia will be reimbursed at the per diem rate. Meals - Out of Province within Canada: Recognizing that individuals are often restricted to the vicinity of the major hotels with their attendant higher restaurant meal costs, the individual will be reimbursed their receipted costs per meal that exceed the per diem to the extent that the expenses claimed are considered reasonable and justifiable in the circumstances.

CHILDCARE

For parents of children under the age of twelve, childcare may be reimbursed at a rate of \$15 per hour spent in a meeting up to a maximum of 4 hours.

This policy should be reviewed and amended by the board every 3 years or at its discretion.

EXPENSE CLAIM FORM

MUST BE SUBMITTED WITHIN 30 DAYS MUST INCLUDE RECEIPTS FOR ALL EXPENSES

All Claims are subject to approval by the VANS Finance Committee

NAME: _____

ADDRESS: _____

POSTAL CODE: _____ PHONE: _____

Program /Meeting/Event: _____

Dates: _____

TRAVEL EXPENSES

Meals: _____ \$ _____

*VANS contributes \$8 for Breakfast, \$15 for Lunch and \$20 for Dinner, receipts are encouraged.

Mileage \$0.50/km: _____ \$ _____

Public Transportation: _____ \$ _____

Accommodation: _____ \$ _____

*Individuals traveling 300km+ each way may claim up to two night's commercial accommodation at the lowest available rate to a maximum of \$150 per night. Individuals are encouraged to use billeted accommodation where possible and will be reimbursed \$40 per night.

Childcare: _____ \$ _____

*For parents of children under the age of twelve, childcare may be reimbursed at a rate of \$15 per hour spent in a meeting up to a maximum of 3 hours.

TOTAL CLAIM \$ _____

APPROVED BY: _____

DATE: _____

