



Expense Claim Guidelines

Part One: General guidelines

- Fill in the personal section of the appropriate APAS expense claim form with your name, telephone number, address, and RM name and number.
- Include receipts where required and ensure that the supplier business GST # is on the receipt.
- Sign and date the appropriate APAS expense claim form (available at www.apas.ca)

- Submit claims monthly

Failure to submit within 3 months will require review by the Board of Directors.

- Submit claims by fax or mail to the APAS office at 1-306-789-7779 or #100-2400 College Avenue, Regina, SK S4P 1C8 – **However, original copies are required to be sent after faxing.** Direct any questions to Tara at 789-7774.

Improperly completed, unsigned and/or expense claims with incomplete receipts will be returned unpaid for correction and re-submission.

Part Two: Elected Representatives, Board of Directors, and Executive

1. **Per Diems** – To compensate for time spent performing duties as requested or approved by the Association. Rates for per diems will remain fixed until changed by resolution at the Annual General Meeting.

A) Per Diem rates are as follows:

- Representative = \$12.50/hour OR \$100.00/day
- Director = \$21.88/hour OR \$175.00/day
- Vice President = \$28.13/hour OR \$225.00/day
- President = \$31.25/hour OR \$250.00/day

B) Per Diems will be paid as follows:

- Based on actual hours worked on behalf of the Association
- For actual travel time
- To the nearest ½ hour
- Up to the maximum daily per diem for one calendar day

2. **Mileage** – Designed to cover all costs of operating a vehicle including fuel, maintenance and depreciation. Mileage shall be set in accordance the rate used by the Saskatchewan Government and may be revised from time to time by resolution of the Board of Directors.

A) The current mileage rate as of March 2010 is 41.25 cents/KM.

B) Mileage will be paid as follows:

- For travel to and from all meetings while representing APAS on official business
- For actual distance traveled
- If two or more persons travel together in one vehicle; only the person driving will receive mileage

3. **Meals** – Based on rates for in or out of province approved by the Board of Directors.
- A) **In province rates are as follows:**
 - Breakfast = \$8.00
 - Lunch = \$14.00
 - Supper - \$19.00
 - B) **Out of province rates are as follows:**
 - Breakfast = \$11.00
 - Lunch = \$16.00
 - Supper = \$24.00
 - C) **Meals will be paid as follows:**
 - For meals not supplied by the Association
 - For meals during time spent on APAS official business
 - Breakfast may be claimed if away from home by 7:00 a.m. to attend APAS function.
 - Supper may be claimed if return home after 7:00 p.m.
4. **Hotel** - Accommodations required while on business of the Association. For the evening prior to the event if distance dictates travel the day before, the nights during the event, and for the evening of the last day if the meeting goes into the evening of the last day.
- A) **Receipts are required**
 - B) **Rates must be within reason for the time and location**
 - C) **If you stay at a friend/relative claim “gift in lieu of lodging” up to maximum actual of \$40.00 per evening, receipts required.**
5. **Other Expenses** – Other expenses that may be incurred while on APAS business
- A) **Other Expenses “allowed” will include such things as follows:**
 - Hall rental
 - Coffee/meals
 - Advertising
 - Postage
 - Supplies
 - Printing/Photocopying
 - B) **Receipts are required**