



POLICY 6.03

FINANCIAL MANAGEMENT

Expense Claims

POLICY INTENT

At times Councillors or staff working under the direction of Council may be required to make purchases using their own resources where the expense cannot be paid by AUSU credit card, cheque, or invoiced to AUSU. When necessary, AUSU will reimburse reasonable expenses incurred in the course of performing work for AUSU.

POLICY RESPONSIBILITY

Finance Committee

POLICY

- 6.06.1 Expense claims and reimbursements are to be used only when no other method of payment would have been available.
- 6.06.2 To claim a reimbursement a Councillor or member of staff must complete AUSU *Form F-001a - Expense Reimbursement* and submit it and all relevant receipts to the Executive Director or designated staff member within 60 days of incurring the expense.
- 6.06.3 Expenses without receipt shall not be considered for reimbursement unless specified otherwise in AUSU policy (e.g. certain travel expenses)
- 6.06.4 The Executive Director or other staff member will forward the expense claim to the VPFA who will determine if it is a budgeted or unbudgeted expense within 5 business days unless the expense report was submitted by the VPFA, in which it shall be forwarded to the finance committee within the same timeframe. Unbudgeted expense claims must be approved through the method outlined in the expenditures policy for unbudgeted expenses.
- 6.06.5 Councillors and staff should be aware that approval of reimbursement requests for purchases that did not receive prior approval is not guaranteed.
- 6.06.6 Expense claims that are approved shall be paid on the next payables cycle.

POLICY HISTORY

Original Approval Date: November 15, 2006

Updated Date: July 31, 2011

Mandatory Review by Date: July 31, 2013