



POLICY 6.03

FINANCIAL MANAGEMENT

Expense Claims

POLICY INTENT

To ensure of the reimbursement and proper documentation of reasonable expenses when councillors, committee members, or staff, incur expenses in the course of performing work for AUSU.

POLICY RESPONSIBILITY

Finance Committee

POLICY

- 6.03.01 AUSU will reimburse reasonable expenses incurred by councillors, committee members, or staff in the course of performing work for AUSU.
 - 6.03.01.01 Committee members must have pre-approval from the committee chair.
 - 6.03.01.02 Staff other than the executive director must have pre-approval from the executive director.
- 6.03.02 Expense claims and reimbursements are to be used only when no other method of payment is reasonably available.
- 6.03.03 All expenses submitted for reimbursement must comply with Policy 6.05 Financial Management: Expenditures, and if applicable with Policy 6.04 Financial Policy: Travel and Related Expenses.
 - 6.03.03.01 If in any doubt, the person who anticipates incurring an expense should get pre-approval from the executive director or the VPFA.
- 6.03.04 To claim a reimbursement, a councillor, committee member, or staff member must complete an AUSU expense reimbursement form and submit it and all relevant receipts to the executive director or designated staff member within 60 days of incurring the expense.
- 6.03.05 Expenses without receipts shall not be considered for reimbursement unless otherwise specified in AUSU policy (e.g. certain travel expenses).

- 6.03.06 The executive director or other staff member will forward the expense claim to the VPFA for approval within 5 business days unless the expense report was submitted by the VPFA, in which case it shall be forwarded to the finance committee for approval within the same timeframe.
- 6.03.07 Expense claims that are approved shall be paid by electronic funds transfer, or if necessary by cheque, within 15 days.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 6.04 Financial Policy: Travel and Related Expenses
Policy 6.05 Financial Management: Expenditures

This Policy is Referenced by

Policy 6.04 Financial Policy: Travel and Related Expenses

Forms

Expense Reimbursement Form

POLICY HISTORY

Original Approval Date: November 15, 2006
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