



POLICY 6.03
MEMBER SERVICES
Expense Claims

POLICY INTENT

To ensure the reimbursement and proper documentation of approved expenses when Councillors, Committee Members, or Staff incur expenses in the course of performing work for AUSU.

POLICY

- 6.03.01 AUSU will reimburse approved expenses incurred by Councillors, Committee Members, or Staff in the course of performing work for AUSU.
- 6.03.02 Committee Members must have pre-approval from the Executive Committee.
- 6.03.03 Staff, other than the executive director, must have pre-approval from the Executive Director.
- 6.03.04 Councillors, Executive Councillors, and the Executive Director must have pre-approval from the Executive Committee.
- 6.03.05 If in any doubt of an expense or inability to obtain approval, the person who anticipates incurring an expense shall get prior approval from the Executive Director or the VPFA.
- 6.03.06 Expense claims and reimbursements are to be used only when no other method of payment is reasonably available.
- 6.03.07 All expenses submitted for reimbursement must comply with Policy 6.05 Expenditures, and if applicable with Policy 6.04 Travel and Related Expenses.
- 6.03.08 To claim a reimbursement, a Councillor, Committee Member, or Staff must complete an AUSU expense reimbursement form and submit it and all relevant receipts within 30 days of incurring the expense to the appropriate designate as follows:
 - a. Expense forms for Councillors and Executive Councillors, other than the VPFA, are submitted to the VPFA;
 - b. Expense forms for the VPFA are submitted to the President;
 - c. Expense forms for Staff, other than the Executive Director, are submitted to the Executive Director;
 - d. Expense forms for the Executive Director are submitted to the VPFA; and
 - e. Expense forms for Committee Members are submitted to the VPFA.
- 6.03.09 Expenses without receipts shall not be considered for reimbursement unless otherwise specified in AUSU policy (e.g. certain travel expenses), or approved via the AUSU missing

receipt form.

6.03.10 Expense claims that are approved shall be paid by electronic funds transfer (EFT), or if necessary, by cheque, within 15 business days of the claim submission.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 6.04 Travel and Related Expenses

Policy 6.05 Expenditures

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Finance Committee

POLICY HISTORY

Original Approval Date: November 15, 2006

Last Review Date: November 17, 2022

Review by Date: November 2024