

VIC JUBA COMMUNITY THEATRE POLICY

Title: Expense Accounts

Effective: March 1, 2013

Revised: October 4, 2017



Purpose

- To ensure a uniform policy is maintained when approving expenses incurred at conventions, seminars, or meetings held in other communities, etc., while on Theatre business.

Transportation

- Mileage will be paid based on the actual kilometers traveled while on Theatre business at the rate of \$0.50/km.
- Vehicle rental costs and air travel costs are allowed only on prior approval from the Board Chairman/Designate.
- Receipts are required for all transportation costs, including expenses for taxis, buses, or parking.

Accommodation

- Hotel receipts must be submitted. Any claim in excess of \$180 per night (excluding hotel tax & GST) must have the prior approval of the Board Chairman/Designate. Accommodations will be paid only for the duration of the convention, seminar, meeting, etc.
- Reasonable long distance charges related to theatre business and calls made to Lloydminster from the meeting site will be reimbursed. Documentation is required.

Meals

- Receipts for meals must not exceed \$50 per day plus GST and gratuities.
- A meal allowance cannot be claimed for a meal provided as part of the convention, seminar, etc.
- Gratuities are eligible for payment up to a maximum of 15%.
- Alcoholic beverages are not eligible for payment.

Entertainment

- Any meals or expenses that include other people in addition to the person requesting reimbursement should be explained and the names of the additional persons included on the receipt. Reasonable and appropriate meal expenses may be reimbursed.

Documentation

- Original itemized receipts are required for all expenses claimed. Photocopies are not allowable.
- Claims must be submitted within 10 working days of completion of trip.
- Reimbursements will be made within 2 weeks of submission of receipts.
- Any personal costs should be deducted before expenses are submitted for approval.

Authorization

- The Board Chairman/Designate must give approval for all travel to conventions, seminars, meetings, etc., for all employees in advance.
- The Board Chairman/Designate must approve all Expense Accounts prior to reimbursement.