

ADR Institute of Saskatchewan Expense Reimbursement Policy



Overview

Directors, Officers, and Staff (for purposes of this policy, collectively, "Claimants") of the ADR Institute of Saskatchewan (ADRSK) will be reimbursed for expenses that are legitimate, reasonable, and appropriate for the activity undertaken on behalf of ADRSK and with ADRSK prior approval / direction. Those individuals incurring business-related expenses on behalf of ADRSK should bear in mind the following principle:

- **Accountability** – The resources entrusted to ADRSK do not belong to us. We are stewards or trustees of those resources. Ultimately, we recognize that all of the resources placed at our disposal belong to the membership, and we are accountable for how we use them. We have a responsibility to our stakeholders to use funds appropriately.

Except for meal allowances (see table below), Claimants must send to ADRSK, original receipts or scanned copies of the original receipts along with the claim form. If scanned receipts are sent, Claimants must retain original receipts (as they would their own tax documents) and must be prepared to produce them if requested (if ADRSK is being audited). If they cannot be produced in a timely manner, the Claimant must reimburse ADRSK. Where receipts are not available, a detailed explanation should be provided. While expenses will continue to be reimbursed to individuals who occasionally misplace a receipt, provided the expense is reasonable and adequately explained, individuals who repeatedly and frequently misplace receipts should be aware that the organization is under no compulsion to reimburse them.

In-Person Board Meeting Attendance or Other Authorized Travel

Claimants are entitled to recover their travel and the other associated expenses listed below under Expense Guidelines in connection with their attendance at in-person ADRSK Board meetings from time to time or other authorized travel as necessitated and requested by ADRSK. This policy has been established to confirm that recovery of permitted Claimant expenses is tied directly to personal attendance at the ADRSK Board meetings themselves, rather than such things as participation in a conference (whether as a delegate, speaker, session chair or otherwise), or attendance at ADRSK Board dinners or receptions, etc. ADRSK's reimbursement obligation is only to sitting Directors and currently engaged Staff, and only to the levels outlined below under Expense Guidelines. Directors are not able to nominate proxies or representatives to sit at the ADRSK Board meetings in their place. By extension, therefore, ADRSK is not obligated to reimburse non-Directors for travel and other associated expenses associated with attending any ADRSK-sponsored event, including but not limited to in-person ADRSK Board meetings. In circumstances where an ADRSK Member is specifically requested to complete a task or assignment by the Board, that Member shall also be entitled to reimbursement based on the following guidelines. Under no circumstances shall a Member be entitled to expenses incurred with family members or other acquaintances that might accompany the Member.

Travel

Claimants should consider the costs of travel and avoid them when business can be conducted as effectively by teleconference or videoconference. If travel is required and approved by the President, the most economical means must be taken, with due consideration to the time involved. If a Claimant wishes to add on vacation time in the destination, travel costs may be fully reimbursed provided no additional costs have been incurred for the personal portion of the trip.

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Options for travel are as follows:

- Air or rail travel in economy class at the least expensive rate obtainable from city of residence to hosting city. Advance seat selection fees may be claimed for all flights of two hours or greater in duration. Taxi to/from airport or airport parking for personal vehicle (please choose most economical option) is also covered
- If driving, a mileage reimbursement of 75% of the current Government of Saskatchewan employee travel rate. (No reimbursement can be made for traffic or parking fines and offences, regardless of the circumstances.)
- Other: to / from restaurants for Board dinners only (please coordinate with fellow directors to save on cab fares)

Accommodations

ADRSK staff will book Director / Staff rooms at group rates if a group booking is warranted. If a Claimant chooses hotel accommodations other than where the group has been booked, and has advised the Executive Director beforehand so a room has not already been booked, reimbursement may be made up to the equivalent group rate with provided receipts.

Meal Allowances

Meal allowances are granted providing there is not a meal already provided by ADRSK either as a group meal (Board dinner, etc.) or via conference meals. Claimants are not entitled to recover entertainment expenses (events, etc.). Under no circumstances will ADRSK be responsible for any expense related to alcoholic drinks.

The amount that will be paid per meal period when in travel (regardless of actual expense) per day:

- Breakfast \$ 10
- Lunch \$ 10
- Dinner \$ 20

(NOTE: These amounts INCLUDE gratuities and taxes)

Business Entertaining

Entertainment expenses including, but not limited to, dinners, events, and drinks, are not reimbursable under any circumstances, for personal enjoyment or while entertaining guests.

Expense submission process:

All expense claims should be submitted for reimbursement using the ADRSK claim form on a timely basis. Expense claims submitted more than six months after the expenses have been incurred are not eligible for reimbursement.

- Deadline to submit your conference expenses: December 1
- Expenses submitted in the following year will not be reimbursed
- Original or scanned receipts must be attached as noted above

Policy Date: June 2022

Next Review: June 2027

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Policy relating to Spouses Participation in Board Dinners, etc:

Spouses/partners are not included in Board dinners, luncheons, etc., unless otherwise agreed upon by the board. In those circumstances, only active Board members will be reimbursed expenses.