

# ADMINISTRATIVE PROCEDURE 130

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## **EXPENSES**

### **Background**

To ensure that Executive Committee members receive fair compensation for their expenses that are not supported by their local Board.

### **Guidelines and Procedures**

1. Rates paid to Executive members will be established at the first meeting following the AGM.
2. An Executive Member may claim expenses to attend an STAA Executive Meeting by using the approved expense claim form.
3. The expense claim form has the following areas:
  - 3.1 Date – put date of the meeting/conference you attended.
  - 3.2 Description – put the name of meeting /conference you attended.  
i.e: STAA Executive, NAPT, ASBOA etc.
  - 3.4 Travel – No. of Kms. The number of kms to travel to and from the function is claimed and then multiplied by the established rate.

An Executive member may choose alternate forms of transportation however; they will only be reimbursed for the most economical form of transport. Please attach proof of price quotes and receipts with your claim.

- 3.5 Hotel – If an Executive member chooses to stay in accommodations other than a hotel, they will be reimbursed at the flat rate established by the committee.

Otherwise, hotel receipts are required for full reimbursement.

- 3.6 STAA will provide support for members whose Board are not able to provide compensation for mileage, accommodation or meals to attend ASTAC or STAA Executive meetings.
  - 3.7 An Executive Member may claim for meals that are not otherwise covered at a function. Receipts are required. If no receipt is available then the following limits apply: Breakfast \$15.00; Lunch \$15.00; and Dinner \$25.00.
4. Executive Members may be asked to participate in a meeting or on a committee on behalf of the STAA. Prior approval for expected expenses must be received from the Executive Committee.

Approved: January 2018  
Review: January 2020