

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Financial	ORIGINATED:	May 2004
TITLE:	EXPENSE CLAIMS	REVISED:	08Jul, 11Feb, 15Apr, 17Apr
NUMBER:	4.1	PAGES:	2

PURPOSE

To provide a format and documentation for chapter members to claim reimbursement for approved expenses related to educational events or conferences

POLICY

1. All expenses submitted must have been pre-approved by the chapter executive.
2. Claimant is urged to use moderation in their selection of accommodation and share the cost of rooms, when possible.
3. No payments will be made in excess of the allowances established.
4. Receipts must cover all expenses, unless otherwise stated.
5. Claimant acknowledges that the submitted funds are not being paid by an alternative source.
6. Telephone and travel expenses to chapter meetings are not covered.

PROCEDURE

1. Complete an Expense Claim Form (see appendix).
2. Attach all receipts.
3. Retain a copy of claimed expenses for your records.
4. For exceptional circumstances resulting in extraordinary expenses, contact the Chapter Treasurer and President.
5. Allowable Expenses (with pre-approved budget):

A. Transportation and Travel

1. Air Travel - Economy class (book in advance for lowest possible rate).
2. Rail - Economy class.
3. Bus.
4. Private Vehicle - Indicate the number of kilometers and claim \$0.52 (52 cents) per kilometer. Include parking receipts, as necessary. Maximum refund will be equal to economy airfare/ground transportation, whichever is less.
5. Taxi - Receipts are required plus names of other IPAC EO members who shared ride.

B. Accommodation

1. Standard accommodation at conferences/committee meeting or equivalent hotel.
2. A per diem rate of \$15.00 will be paid for private residential accommodation.

C. Meal Allowance

1. Maximum \$40.00 per day, with receipts.
2. No meal allowance will be allowed if meals are provided.

D. Other

Chapter-related expenses approved by the executive.

REFERENCES

1. IPAC EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC EO Policy 5.3 Chapter Educational Events (<https://eo.ipac-canada.org/policy-manual.php>)

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION: Financial ORIGINATED: May 2004
TITLE: EXPENSE CLAIMS REVISED: 08Jul, 11Feb, 15Apr, 17Apr
NUMBER: 4.1 PAGES: 2

APPENDIX: APPLICATION TO BE COMPLETED BY THE MEMBER REQUESTING REIMBURSEMENT OF EXPENSES (POLICY # 4.1 Revised April 2017)

PART I: PERSONAL INFORMATION			
DATE OF CLAIM: _____	APPLICANT: _____		
PHONE: _____	EMAIL: _____		
MAILING ADDRESS: _____ _____			
CONFERENCE/MEETING: _____			
PART II: EXPENSES			
ITEM	AMOUNT		
	Before HST	HST	TOTAL
TRANSPORTATION (choose all that apply)			
AIR			
RAIL			
BUS			
TAXI			
PRIVATE: _____ km at 52 cents/km			
ACCOMMODATION			
Hotel # of nights _____ at \$ _____/night			
Shared with: _____			
MEALS (maximum \$40.00/day with receipts)			
# of days _____ # meals _____			
E. TOTAL CLAIM			
PART III: APPROVALS			
CLAIM APPROVED BY: _____			
DATE CHEQUE WRITTEN: _____ CHEQUE #: _____			
FOR TREASURER'S USE: DATE CHEQUE CASHED: _____			
I acknowledge that funds requested for the above expenses are not being paid by another source (e.g., Virox Scholarship, RNFOO, workplace).			
CLAIMANT SIGNATURE: _____			