CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Financial
SUBJECT: EXPENSE CLAIMS
ORIGINATED: May 2004
APPROVED: Executive

NUMBER: 4.1
PAGE: 1 of 2
REVISED: Nov 06 July 08

1. PHILOSOPHY
CHICA-Eastern Ontario is a non-profit organization, which operates on limited funds obtained from membership fees, conference/workshop profits and monetary awards received from successful submissions, e.g. 3M Chapter Achievement Award.

2. PURPOSE
To ensure that members who attend conferences or meetings as a representative of the Chapter and/or acquire chapter related expenses understand when & how they can claim expenses and are fairly re-imbursed.

3. POLICY
3.1 Expenses greater than $50 must be pre-approved by the Treasurer.
3.2 Claimants are urged to use moderation in their selection of accommodation, and consider sharing rooms where possible.
3.3 All expense claims must pertain to Association business.
3.4 No payments will be made in excess of the allowances established.
3.5 Receipts must cover all expenses unless otherwise stated.
3.6 Telephone & travel expenses to Chapter meetings are not covered.

4. PROCEDURE
4.1 Complete an Expense Claim Form.
4.2 Attached all receipts.
4.3 Retain a copy of claimed expenses for your records.
4.4 For exceptional circumstances, please refer directly to the Chapter Treasurer.
4.5 Allowable Expenses.
   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 $.42 (cents) per kilometer. Include parking receipts, as necessary. (Maximum refund will be equal to economy airfare.)
   5. Taxi - Receipts are required plus names of other CHICA-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. A maximum of $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.

5. REFERENCE
CHICA -Canada Form 7 & 7A
## EXPENSE CLAIM FORM (Policy 4.1)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td></td>
<td>Before GST</td>
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<tr>
<td>A. TRANSPORTATION</td>
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<tr>
<td>AIR/RAIL</td>
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<td>BUS</td>
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<td>TAXI</td>
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<td>PRIVATE ________ km at 42 cents/km</td>
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<tr>
<td>B. ACCOMMODATION</td>
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<td>Hotel # of nights ________ at $_________/night</td>
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<td>C MEALS</td>
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<td>(maximum $40.00/day with receipts)</td>
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<td>Date</td>
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</tbody>
</table>

D. OTHER

E. TOTAL CLAIM

NAME: __________________________________________ PHONE: ___________________ DATE OF CLAIM: ______

ADDRESS: ______________________________________________________________________________

CONFERENCE/MEETING: _______________________________________________________________________

DATE(S): ______________________ CLAIMANT SIGNATURE: _____________________________________

CLAIM APPROVED BY: ___________________ DATE CHEQUE WRITTEN: __________________ ______

Revised/Approved May, 04; Nov. 06; July 08; September 08