

## **HCBC Expense Reimbursement Policy**

Note: Please use the official expense reimbursement form found in your handbook. You may photocopy it, request more forms from the office, or request forms by e-mail. The form must be filled out completely and **all receipts attached**. If you have any questions please contact the Bookkeeper or Executive Director at the office.

### **Board Member's Expense Reimbursement for Board Meetings:**

For meetings held in the Lower Mainland area, mileage or airfare will be reimbursed to delegates from Zone 1, 2, 7 & 8. If meetings are held in other Zones, the subsidy will be for delegates from the Zones furthest from the meeting.

Other delegates may claim a mileage subsidy of .40/km. Ferry fares will be subsidized by HCBC, with carpooling strongly suggested.

Meals will be reimbursed for actual cost to a maximum of \$40.00 per day. Receipts must accompany reimbursement request. HCBC will subsidize up to \$120.00 per night per member. Any excess is the responsibility of the member or as they are subject to their Zone or Affiliate policy.

### **Executive Committee Member's Reimbursement for Executive Meetings:**

For meetings held in the Lower Mainland area, mileage or airfare will be reimbursed to delegates from Zones 1, 2, 7 & 8. If meetings are held in other Zones, the subsidy will be for delegates from the Zones furthest from the meeting.

Other delegates may claim a mileage subsidy of .40/km. Ferry fares will be subsidized by HCBC, with carpooling strongly suggested.

Meals will be reimbursed for actual cost to a maximum of \$40.00 per. Receipts must accompany the reimbursement request.

HCBC will subsidize up to \$120.00 per night per member. Any excess is the responsibility of the member

### **Committee Expense Reimbursement**

Expense reimbursement to HCBC committees will be as follows (unless there is an historical format that is effective for the committee).

Committee members may claim a mileage subsidy of .40/km.

Meals will be reimbursed for actual cost to a maximum of \$40.00 per day. Receipts must accompany the reimbursement request.

Expense reimbursement **requests must be submitted within 60 days of the event.**

HCBC shall not be reimbursing travel expenses if any other party is reimbursing them.

