



Saskatchewan Council

Expense Procedure

Reimbursement is provided for authorized expenses that are personally incurred in the conduct of Saskatchewan Council business.

All expenses must be authorized by the person responsible for the budget concerned. Amounts in excess of the budget must be approved by the Finance Committee and Provincial Council

TO BE REIMBURSED FOR EXPENSES

- Fill in the Saskatchewan Council Expense Claim Form
- Attach all of your receipts
- **Submit within 30 days to:** Girl Guides of Canada - Saskatchewan Council
200-1530 Broadway Avenue
Regina, SK S4P 1E2

TRANSPORTATION (TRAVEL) EXPENSES

- Whenever possible, the most economical means of transportation should be used.
- For any form of transportation other than automobile a receipt is required
- We will only pay for economy airfare or equivalent
- Mileage will be paid at a rate of 30¢ per kilometer

ACCOMMODATIONS: (RECEIPT REQUIRED)

- Overnight accommodations will be paid for a standard room in mid-range priced hotel/motel.
- It is expected that accommodation will be shared whenever possible.

MEALS (RECEIPTS REQUIRED)

- Up to maximum \$12 for breakfast may be claimed after an overnight stay.
- Up to \$16.00 for Lunch and \$22.00 for Dinner may be expensed when meetings or necessary travel extend over the lunch and/or dinner hour.

The above amounts included applicable taxes and gratuities within reason.

ALCOHOLIC BEVERAGE WILL NOT BE REIMBURSED.

CHILDCARE EXPENSES (RECEIPTS REQUIRED)

- Childcare will be reimbursed for a Council Member only to attend Provincial Council Meetings/Annual Meeting.

DONATIONS

- Volunteers wishing to reimburse all or part of their expenses as a tax deductible donation may do so by writing a personal cheque for the same amount of the expenses payable to Girl Guides of Canada - Saskatchewan Council. Girl Guides of Canada - Saskatchewan Council will issue you a cheque for your expenses and an official income tax receipt.