

**Alberta Association of Professional Paralegals (“AAPP”)
Expense Reimbursement Policy**

This policy is designed to assist the Board of Directors in reporting expenses incurred while conducting AAPP business activities.

The AAPP expects its Board of Directors to act responsibly and professionally when incurring and submitting costs. The organization will reimburse the Board of Directors for reasonable expenses on pre-approved business. This includes, for example, airfare/bus fare, accommodations, meals, gratuities, and purchases made on behalf of the organization.

If the Board of Directors use their personal vehicles for AAPP related travel, mileage will be reimbursed at \$0.55 per kilometer. It is expected that at all times possible, Directors will car pool when travelling from the same city. Appropriate parking fees will be reimbursed. The AAPP will not be responsible for fuel, maintenance, traffic or parking violations.

General Guidelines

1. All expenses must be pre-approved by at least two (2) members of the Board of Directors. In the event that the Treasurer is requesting approval for expenses, these expenses must be approved by the President and one other member of the Board of Directors.
2. Original or scanned copies of receipts are required for reimbursement of all expenses. These expenses include:
 - Boarding passes (airfare, bus fare, etc.)
 - Credit card receipts
 - Detailed merchant receipts
3. Receipts must be accompanied by an expense report which outlines:
 - The nature of the expense
 - Names and titles of individuals involved
 - The purpose of the expense

If an expense report is not submitted, the receipt will not be reimbursed.

4. The President and Treasurer will submit expense reports for all expenses incurred on their AAPP credit cards. If an expense report is not submitted, the expense will not be reimbursed.
5. After the expense is incurred, an expense report must be submitted, with receipts, and approved by the Treasurer. Treasurer expense reports will be approved by the President and one other Director on the Board.
6. All expense reports, with receipts, must be submitted within 60 days to the Treasurer for payment. Any expenses not submitted within 60 days will be forfeited.

Travel Guidelines

In the event that a member of the Board is required to travel for AAPP business, they are encouraged to fly coach (economy) class with the lowest available airfare for non-stop travel. All travel for AAPP business must be pre-approved by at least two (2) members of the Board of Directors.

If a rental car is required, the Board of Directors are requested to rent mid-sized (intermediate) or compact vehicles. Fuel costs for a rental car will be reimbursed.

Reasonable hotel accommodations will be reimbursed. Discounted room rates should be requested at the time of room booking. All hotel accommodations must be pre-approved by at least two (2) members of the Board of Directors.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Personal grooming products
- In-room movies or games
- Sporting activities, shows, etc.

If you have any questions related to the content of this policy or its interpretation, please contact the President or Treasurer.