

	<p align="center"><b>NSAWA Expense Policy</b></p>	<p align="center"><b>Approved: January, 2024</b></p>	<p align="center"><b>Up for review: May, 2026</b></p>
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## PURPOSE

This document exists to provide a clear and consistent outline of expense claims, for those who may claim expenses in relation to NSAWA activities.

## APPLICATION

This policy applies to all member activities sanctioned and/or approved by NSAWA where expenses related to and on behalf of NSAWA are incurred.

## PRINCIPLES

- All expenses must be related to NSAWA business.
- Personal expenses will not be reimbursed.
- All expenses should be pre-approved by the NSAWA Board of Directors through the budgeting process. On the rare occasion that an expense has not been pre-approved through the budget, it must be submitted to the NSAWA Board of Directors for review and approval. All submissions will be assessed on a case-by-case basis and in accordance with NSAWA bylaws and policies.
- To claim expenses, copies of forms, receipts, supporting documents and an explanation must be provided.
- Expenses which have been reimbursed must not then be used for income tax or other claims.
- Fraudulent or false claims will not be tolerated, and individuals will be subject to disciplinary action under the appropriate policy(s).

## PROCEDURES

Include the item in the yearly budget or obtain pre-approval from the NSAWA Board of Directors (ideally 30 days before expected expense).

- Complete and sign expense claim within thirty (30) days of the expenses being incurred. Attach all supporting documents and submit to the treasurer via email at [wns.treasurer@gmail.com](mailto:wns.treasurer@gmail.com) or in person.
- Where any of the above is not possible, please contact the treasurer at [wns.treasurer@gmail.com](mailto:wns.treasurer@gmail.com) immediately for direction.
- Itemized receipts should include: business name; date; complete list of items being claimed; price of each item; total amount of bill; method of payment; due date; HST/GST number if applicable (note: credit card receipts, debit card receipts or canceled cheques alone do not provide proof of above).
- If any of the above have been lost, stolen, or otherwise not issued a written explanation of the circumstance and supporting documents can be submitted to the Board of Directors for consideration.
- All claims must be signed to be reimbursed.

## Note:

- Only reasonable and best rates claims will be considered.

- All claims must be for legitimate NSAWA business purposes.
- NSAWA Meal Per Diem: breakfast \$12, lunch \$18, dinner \$25, \$55 total
- NSAWA Fuel Per Diem: \$0.40 using the most safe and direct route; if possible, car-pooling must be used, or the fuel divided between the travelers.
- Non-reimbursable items include but are not limited to: passport and legal document fees; speeding or other traffic fines; expenses related to family members or other companions; personal expenses above business relating to NSAWA; service charges; the difference between best rates (i.e., Executive class fare versus Economy); personal entertainment, travel, or other; charges above the normal allotted as per policies.
- Foreign Exchange: foreign amounts must be translated to Canadian dollars using the Bank of Canada Exchange rate (day of), unless appropriate receipts are attached.