



8.04 Reimbursement for Expenses on SBOA Business

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To set standard rules for payment of volunteers' expenses.

Policy and Procedures

SBOA does not remunerate volunteers for their time and efforts.

SBOA reimburses volunteers for reasonable expenses incurred while on SBOA business, except when a volunteer's employer will cover expenses. Local authorities and companies are expected to provide funds for employees to attend SBOA conferences, meetings of members, and training events, as part of the employee's professional development. SBOA business includes members attending meetings other than meetings of members, hosting training events, staffing trade show booths, presenting SBOA information or positions to other organizations, meeting with government representatives, meeting with ACBOA, and similar events. Exceptions to this general policy may be considered by the Directors in unusual circumstances.

Payment is limited to covering personal vehicle costs at a standard mileage rate and out-of-pocket expenses actually incurred, subject to the limits as follow:

1. Personal vehicle – At the rate of \$0.45 per kilometer of travel effective January 1, 2017, and actual costs for parking. Charges for traffic offenses and any expenses associated with the offense are not paid by SBOA.
2. Other travel – Actual cost for travel by air or other public transportation. Full economy airfare is the maximum allowable when travelling by air and every effort will be made to obtain reduced fares on "seat sales."
3. Accommodation – Actual charges at single occupancy rates plus tax, in establishments that are conveniently located and comfortably equipped, for the required number of nights in connection with SBOA business.
4. Meals – Actual cost of personal meals including taxes and tips.
5. Telephone calls – Charges for business calls are allowable when supported by receipt, name of party called and reason for call.
6. Child care – Reasonable costs for dependent care, where a dependent can be a child or can be a parent, grandparent, brother, sister, or grandchild of the individual, who is fully dependent on the individual for support by reason of mental or physical infirmity.
7. Other expenses – Personal long distance charges without receipt, up to \$6.00 per night of accommodation claim. Reasonable hospitality may be extended to others when supported by receipt and name of guest. Side-trips (including airline stopover charges and additional hotel accommodation) for personal or other business reasons may not be claimed from SBOA.

8. Loyalty programs – Volunteers may use loyalty programs and retain benefits offered for business or personal use, provided there are no additional costs to SBOA.

Claims are to be submitted on an event or monthly basis on the expense reimbursement claim ([form 10.18](#)). Electronic submission of claim form and scanned receipts will be accepted.

Receipts are to be provided for claim amounts over \$10.00, other than for claims for mileage.

The amount to be paid by SBOA is to be shown on the expense claim where it is appropriate to allocate part of the cost to another organization because of additional business conducted.

Where the claimant certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

Application

All SBOA members, and when approved by the Conference Committee, keynote speakers at conferences.

Notes

Based on information from Government of Saskatchewan Staff Travel Allowances Policies, NRC Non-Staff Travel Guidelines, APEGS Expense Reimbursement Policy.