

TOPIC: Finance	SUBJECT: Expense Claims	Code: FN040
		Date of Issue: June 1995
		Revised: March 2011
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PURPOSE: This policy will outline expense claim submissions and subsequent payment. Failure to follow policy is subject to progressive discipline and may result in claims being denied.

PROCEDURE:

1. **Expense claims** are to be submitted monthly for approval by your supervisor. If the amount of an expense claim is less than \$50.00, you may choose to continue the claim into the next month. All expense claims, regardless of amount, must not exceed two calendar months in time in order to be considered for reimbursement. March claims for the year ending March 31st must be submitted prior to April 5th, in order to be paid.
2. **Claims** must be accompanied by all receipts in order to receive payment.
3. **Parking Expenses:** Will be reimbursed. Staff are encouraged to look for free parking and obtain receipts where possible.
 - a. **Bus Fares:** are exempt when paid by cash (i.e.: a receipt is not required). Staff are encouraged to use staff bus passes which can be obtained from Administration.
4. Claims are to be submitted by Monday, 4:30 p.m., prior to the pay day for approval.
5. Supervisors will approve and submit the claim to the Director of Finance & Administration prior to Tuesday, 4:30 p.m., prior to the pay day.
6. Claims will be processed and available from Administration on pay day, forgoing exceptional circumstances. Special notice may occasionally be given of expense claims not being processed until the following pay day.
7. Claims not submitted as per #4 and #5 will be processed the following pay day.