

Section	Administrative Procedure Number
<b>Finance Procedures</b>	<b>RCJTC AP.06.07</b>
Administrative Procedure Title	
<b>Reimbursement for Expenditures Incurred on RCJTC Business Procedure</b>	
Date	Revised
<b>June 1, 2015</b>	

Reimbursement for expenditures incurred on RCJTC business is subject to the submission of a duly completed and appropriately documented RCJTC Expense Claim form and to the requirements printed thereon.

**Mileage:**

The Board of Directors and staff will be reimbursed for kilometers traveled on approved RCJTC business, at a rate per kilometer of **\$0.45** cents/kilometer.

This allowance paid for the use of a private car will compensate for all costs of ownership and operation and will be deemed to cover such costs as insurance, depreciation, gas, oil and repairs. Drivers operating their personal vehicles while performing work on behalf of RCJTC are responsible for ensuring that they are in possession of insurance appropriate to their vehicle. Full liability for personal vehicles used on behalf of RCJTC rests with the owner of the vehicle.

**Conventions, workshops, seminars:**

Within the limits of the expenditure guidelines, and subject to prior approval at the appropriate levels, the staff will be reimbursed for expenditures incurred for registration fees, travel, accommodation, meals, and where applicable, incidental expenses, tolls, telephone calls, and gratuities.

**Meals and Incidental Expenses:**

The following amounts may be claimed with the submission of detailed receipts. The amounts must be claimed on a duly approved and prescribed RCJTC Expense Claim form.

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$35.00
Maximum Combined Daily Expense	<u>\$65.00</u>

*...Providing safe, efficient, effective transportation to our students*

Travel and mileage expense claims will be submitted within in a timely manner.

**Related RCJTC Policy**

P.06 *Finance Policy*

**Related RCJTC Procedures**

**Related RCJTC Forms**