

Expense Guidelines

PROBUS Centre-Canada, Inc. is a non-profit organization, largely made up of volunteers for offices, elected or appointed, with revenues solely from members. Volunteers should not have to absorb out-of-pocket expenses above their personal costs by virtue of their work on behalf of PROBUS Centre. To be consistent in expense claims, the following is suggested as a guide only to determine costs which have become additional to normal personal cost.

TRAVEL

Travel on PROBUS business, answering club invitations and attending meetings is encouraged. Please advise the Managing-Director or Financial Manager in advance when the suggested annual limit of \$500. will be exceeded.

Car allowance of .48 cents per kilometre (as per CRA) will be used for 2014

CONFERENCES AND DIRECTORS' MEETINGS

Travel, 1 or 2 nights accommodation, and registration costs are to be paid by PROBUS Centre for the President and any Director when invited to attend a regional or national conference in an Official capacity depending on location and the following conditions:

- 1) the conference does not waive all or part of such costs.
- 2) The attendee is the senior representative of PROBUS Centre requested to attend as an official or participant.
- 3) Flex or equivalent air fare and seat selection will be paid. If Flex Air fare is less than Auto expenses, then the lesser cost to be submitted. Upgrades and stop-overs together with Cancellation or Travel Insurance to be at the Directors' personal expense.
Cost of 1 piece of luggage may be expensed if not included in the airfare.
- 4) Meals associated only with the conference will be considered a PROBUS expense.
When meals have been arranged at Directors' Meetings, spouses or partners may be included, However, other meals during the meeting period, or travel to and from, will be paid by PROBUS Centre for the Director up to a maximum of \$60. per day with submitted receipts.
- 5) E-costs as required such as Fax costs, e-mail access, PROBUS related telephone costs and any other PROBUS related costs while travelling attending PROBUS Centre business will be reimbursed.

It is requested that no travel or registration costs should be expensed to PROBUS Centre for a conference or meeting that a Director would otherwise be normally attending as a PROBUS Member.

OFFICE SUPPLIES

Printed letterhead paper, envelopes, and official business cards may be requested from the Managing Director.

Additional reimbursable costs include photocopies, certificate frames, computer supplies such as paper and/or ink cartridges for excess requirements.

Expenses may be submitted anytime, however, not later than the 3rd day of the following Month at the end of each Quarter.