



POLICY 4.3
FINANCIAL MANAGEMENT

Expense Claims

POLICY INTENT

The purpose of this policy is to govern expense claims and reimbursements to Council Members, Committee Members, and staff.

POLICY

Expense Claims

- 4.03.1. AUGSA will reimburse approved expenses incurred by Council Members, Committee Members, or Staff in the course of performing work for AUGSA.
- 4.03.2. Council Members, Committee Members, and staff must have pre-approval from the Executive Director. Approval of reimbursement requests for expenditures that did not receive prior approval is not guaranteed.
- 4.03.3. Expense claims and reimbursements are to be used only when no other method of payment would have been available.
- 4.03.4. To claim a reimbursement a Council Member or member of staff must complete AUGSA Expense Reimbursement Form and submit it with all relevant receipts to the Executive Director within 30 days of incurring the expense.
- 4.03.5. All expense claims require the approval of two staff members, or in the exceptional case that two staff members are unavailable, a Council Member with designated financial authority.
- 4.03.6. Any outstanding expense claims must be submitted no later than 30 days following the end of the elected Council Member's term in office.
- 4.03.7. Expenses without a receipt shall not be considered for reimbursement unless specified

otherwise in AUGSA policy (e.g., certain travel expenses, incidentals, daily meal stipend) or unless special approval of Council is granted.

4.03.8. Unbudgeted expense claims must be approved through the method outlined in the policy for unbudgeted expenses.

4.03.9. Expense claims that are approved shall be paid by direct deposit on the next payables Cycle, or if necessary, by cheque, within 20 business days of the claim submission

RELATED REFERENCES AND POLICIES

This Policy References

Travel and Related Expenses Policy
Expenditures Policy

This Policy is Referenced by

Travel and Related Expenses Policy

POLICY RESPONSIBILITY

Executive Director

POLICY HISTORY

Original Approval Date: July 19, 2023
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Review by Date: July 19, 2026