

	POLICY	
	ADM-111 Expense Reimbursement	
	Original Date	Revision Date
	May 25, 2010	July 1, 2020 August 1, 2023

Policy

RCMSAR will reimburse for expenses incurred by Volunteers, Staff, and the Board of Directors for, meals, accommodation, and other costs that have been pre-approved by the headquarters (HQ). Reimbursements are subject to the guidelines set out below.

Reason for Policy

It is recognized that there is a requirement to financially support members of RCMSAR who are authorized to travel on behalf of the organization.

Guidelines

1. In order to be reimbursed travel must be pre-approved by RCMSAR HQ.
2. Reimbursements for transportation, accommodation, meals, and incidentals, are based on the National Joint Council (NJC) rates and allowances.
3. Vehicle kilometres, meals and incidentals are based on NJC rates and per diems and no original receipts are required to be submitted with claims.
4. Accommodations, airfare, ferry, taxi and similar expenses require original receipts to be submitted for all reimbursable expenses. Where original receipts are not available a detailed written explanation is to be included on the expense claim form provided.
5. All expense claims should be submitted for reimbursement as soon as practical. Expense claims submitted more than three (3) months after the expenses have been incurred, are not eligible for reimbursement.
6. Travel expenses are only eligible for reimbursements for travel that occurs outside your normal metropolitan area. For purposes of this policy that distance is defined as 25km for vehicle costs and 200kms for all other costs.
7. The most economical mode of transportation or accommodation must be utilized when travelling and must be pre-approved.
8. Event registration fees must be pre-approved by Headquarters and supported by original receipts. They will be reimbursed for actual cost.

9. Training fees must be pre-approved by Headquarters where required and supported with original receipts. Reimbursement will occur at the following rates:
 - i. First Aid - maximum of \$230 per participant per certification period.
 - ii. SVOP – maximum of \$800 per participant.
 - iii. SDV-BS – maximum of \$350 per participant.
10. No reimbursement will occur for any travel costs that have not be pre-approved. In addition, the following are not eligible for reimbursement:
 - a. PCOC and ROC-M certifications time.
 - b. Travel within your home metropolitan area.
 - c. Traffic offences or parking fines regardless of the circumstances.
 - d. Personal leisure, entertainment or sightseeing trips.
 - e. Alcoholic beverages.
11. The RCMSAR Expense Claim form can be found in the SAR Management System (SMS) and must be used when submitting expense reimbursement claims.

Bill Riggs

Bill Riggs (Aug 8, 2023 09:07 PDT)