



## New Brunswick Association of Respiratory Therapists

<b>Title:</b>	<b>General Expense Reimbursement</b>
<b>Number:</b>	<b>NBART - 004</b>
<b>Date Approved:</b>	<b>July 19, 2010</b>

### Policy

The New Brunswick Association of Respiratory Therapists (NBART) will provide reimbursement for out-of-pocket expenses incurred in conducting the formal affairs of the NBART. It is the intent of the NBART to fairly compensate employees and the volunteers of the NBART for their out-of-pocket expenses while exercising fiscal constraint with its members' funds. The NBART will not reimburse expenses that are reimbursed to the volunteer or employee from another source.

This policy is designed to cover all staff and volunteers while engaged in authorized NBART work, including, but not limited to: the President, President-elect, Immediate Past-President, Board of Directors, committee/board/task force members, members, and invited guests.

All requests for reimbursement must be made in writing using the NBART Expense claim form and must be signed and dated by the person requesting the reimbursement. Expense claim forms must be submitted within 60 days of incurring the expense with all applicable original receipts (no copies). Any requests for reimbursement after the 60 days may not be paid.

#### **Auto:**

The NBART mileage reimbursement rate for the use of a private auto shall be \$0.49 per kilometer. The NBART will make adjustments to the mileage reimbursement rate or the mileage reimbursement policy as needed. Reimbursement will also be made for tolls and parking if original receipts are provided. In the event that a private auto is used in lieu of commercial air transportation, the lesser of coach/economy class air-fare or auto mileage will be reimbursed. No reimbursement will be made for lodging en route. Damage to personal autos while being used on NBART business is not covered because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual. Fines for traffic violations are also not reimbursable.

#### **Airfare:**

Reimbursement will be made at coach/economy class airfare. Pre-approval is required from the NBART prior to the booking of any airfares. Volunteers and staff should seek the lowest possible fares through use of advance booking. The NBART may or may not reimburse for last-minute fares when the date of a meeting or event was known in enough time to obtain a lower standard fare. The NBART will pay a cancelled airfare if a meeting is cancelled. Airfare change fees will be paid for changes in a meeting schedule. Detailed receipts are required for all airfare claims.

#### **Lodging:**

Hotel/motel accommodations may be reimbursed where an overnight stay is reasonable and prudent. Pre-approval is required from the NBART prior to booking any accommodations. A detailed receipt must be provided for all lodging reimbursements.

**Incidentals:**

Incidentals such as dry cleaning, personal phone calls etc. are reimbursable at a rate of \$20.00 per day or \$10.00 per half day. No receipts are required for incidental claims.

**Meal Expenses:**

The NBART will reimburse reasonable meal expenses at the following rates. Tax and gratuity are included in the rates:

Breakfast	\$11.00 tax and gratuity included
Lunch	\$13.00 tax and gratuity included
Dinner	\$30.00 tax and gratuity included
Daily Total	\$54.00 tax and gratuity included

Whenever possible, the NBART will provide meals during meetings to help defray costs.