

## LC OPERATIONS MANUAL

### 13.4 ADMINISTRATIVE EXPENSES

13.4.1 For Directors on the BOD and Sector Chairpersons, claims are allowed for postage, telephone, and other reasonable pre-approved expenses such as, but not limited to stationary, supplies and duplicating.

13.4.2 Long distance telephone calls made by the Directors and Sector Chairpersons shall be charged to their home or business phone and the bill submitted for subsequent reimbursement with an Expense Claim form found in Appendix 25-11.

13.4.2.1 Whenever possible, dial direct during periods of the day or week when discount rates are in effect. Under normal circumstances, collect calls will not be accepted.

13.4.3 Hospitality: There are certain situations in which the President may require reimbursement for reasonable hospitality purposes expenditures to the benefit of LC. The President may also authorize another Director to make reasonable hospitality expenditures for the benefit of LC. A detailed receipt must be submitted, with names of who was there, and the reason for the hospitality expense. It will then be determined by the Director of Administration whether this was an acceptable expense.

13.4.4 Amounts claimed must not exceed the total limits of approved budgets or amounts additionally authorized by the Board of Directors.

13.4.5 All claims in this category require original receipts.

### 13.5 USE OF CORPORATE CREDIT CARDS

13.5.1 LC senior staff member and one additional LC staff member, approved by the Director Administration, will be holders of the corporate credit card.

13.5.2 The credit cards shall remain in the possession of LC Head Office and may be used for all budgeted travel expenses. They may also be utilized for other expenses as approved by LC Executive Director or the Director Administration.

13.5.3 Any personal expenses billed to a corporate card shall be charged to the appropriate individual, although personal use is discouraged.