

LC OPERATIONS MANUAL

13.7 PAYMENT OF EXPENSES BY THE ASSOCIATION

- 13.7.1 All expense claims must be received by LC Head Office within 30 days of the event or receipt of the invoice to receive remuneration. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation of the delay. If rejected by the Director Administration or the President, the Board of Directors may approve.
- 13.7.2 The Expense Claim form must be properly completed, indicating the event to which Claim applies. Original receipts must be attached. Expenses which are not substantiated by receipts will not be reimbursed, unless approved otherwise by the Director Administration and the President in exceptional circumstances where there are reasonable circumstances for the lack of receipts.
- 13.7.3 The Expense claim form must be signed by the applicant.
- 13.7.4 All volunteers' claims will be subject to the approval of LC Executive Director and Director Administration prior to payment and are limited to eligible meetings, clinics, conferences and approved activities.
- 13.7.5 After final approval by the Director Administration and LC Executive Director, a cheque will be issued.