

LC OPERATIONS MANUAL

13.8 INSTRUCTIONS ON CLAIMING EXPENSES

- 13.8.1 Expenses must be claimed for each program individually in the name of each participant.
- 13.8.2 Separate Claims must be submitted for each activity on the Expense Claim forms provided by the Association.
- 13.8.3 The form is to be completed as fully as possible.
- 13.8.4 Receipts must be submitted for all expenses except meals which are covered through a per diem allocation. All other meals being claimed require a receipt showing the food order details. 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.
- 13.8.5 Claims for payment cannot be processed until all receipts are submitted or until all specific requirements relating to the task for which the expenses are incurred are met.
- 13.8.6 Expense claims must be received by LC Head Office within 30 days following the completion date of the activity. Exceptions may be made by the Director Administration or the President in exceptional circumstances where there is a reasonable explanation for the delay. If rejected by the Director Administration or the President, the Board of Directors may approve.