

# Reimbursement of Non-Travel Expenses Policy

Aug 12, 2021

## 1. Purpose

This document establishes guidelines for the reimbursement of non-travel expenses by union officials for expenses incurred in carrying out YusApuY business.

YusApuY recognizes that union officials may incur reasonable expenses in the course of YusApuY business. It is YusApuY's policy to reimburse reasonable and authorized expenses.

The purpose of this policy is to provide clarity on eligible non-travel expenses and guidance to submit for reimbursement.

Expenses may be claimed in accordance with the guidelines below. All expense claims are subject to audit.

## 2. Guidelines

Wherever possible expenses should be ordered through the YusApuY office and paid directly by YusApuY.

Pre-approval by the Executive Board is required for non-travel expenses in order to be eligible for reimbursement. An estimated cost and a rationale for the purchase is required for pre-approval.

To be eligible for reimbursement expenses should be reasonable and required for YusApuY business. Examples of possibly eligible expenses include: training related expenses, including the mileage and parking required to attend; required books; required equipment or supplies not provided by YusApuY.

Reimbursement for reasonable food and beverage expenses incurred during in-person committee meetings conducting union business are considered pre-approved and do not normally require a submission to the Executive Board in advance. Where reasonable, food and beverages for meetings should be ordered by the YusApuY office (using budget number) or paid in a single transaction by the most senior officer in attendance and a single claim submitted. \*Health & Safety committee members conducting inspections over a meal period are also pre-approved for reimbursement of meals as per the above guidelines.

## 3. Claims Process & Timelines

Claims for reimbursement should be submitted using the Expense Report (see Appendix A), either electronically to [finance@yusapuy.ca](mailto:finance@yusapuy.ca) or in hard copy to the YusApuY office.

Claims must be accompanied by either the original itemized receipt or a copy of the original itemized receipt (the original receipt is preferred).

Claims should be submitted as soon as possible from the date the expense was incurred and normally no later than 60 calendar days from the date that the expense was incurred. Expenses incurred after December 1 must be submitted no later than January 31 of the following year. In exceptional and extenuating circumstances, an extended deadline may be requested, subject to approval by the President (or designate).

Claims will be approved by the President (or designate) and reviewed by the treasurer.

Claims that are not properly prepared, authorized or supported by documentation will be returned to the claimant, along with a summary of reasons why the claim was not approved, and details regarding resubmission, as appropriate.

The YusApuY Office normally processes claims within 15 business days of submission. Normally, a cheque will be issued and sent to the union official to the address indicated on the Expense Report.

### **Appendix A Expense Report**

[Add link to the expense report OR how to get it]

# EXPENSE REPORT

<b>YORK UNIVERSITY STAFF ASSOCIATION</b>  <b>ASSOCIATION DU PERSONNEL DE L'UNIVERSITÉ YORK</b>	<b>ADDRESS:</b>	190 Albany, 4700 Keele Street	<b>E-Mail:</b>
		2nd Floor, Room 203	<a href="mailto:yusapuy@yusapuy.ca">yusapuy@yusapuy.ca</a>
		Toronto, Ontario M3J 1P3	
	<b>Telephone:</b>	416 - 736 - 5109	<b>Website:</b>
<b>Fax:</b>	416 - 736 - 5519	<a href="http://yusapuy.ca">yusapuy.ca</a>	

<b>Member Name:</b>		<b>Tel / Ext :</b>	
<b>Member E-mail Address:</b>			
<b>Send Payment to:</b>	<b>Campus Address:</b>		
	<b>Home Address:</b>		
<b>Pick up at YusApuY Office:</b>	We will contact you for pick-up.		

DATE	DESCRIPTION OF EXPENSE	Quick Books Account No.	AMOUNT
<b>NOTES:</b>		<b>TOTAL EXPENSES</b>	
		<b>( - ) LESS ADVANCE</b>	
		<b>TOTAL REIMBURSEMENT</b>	

<b>Member (print name)</b>		<b>Approved (print name)</b>	
<b>Signature:</b>		<b>Signature</b>	
<b>Date:</b>		<b>Date</b>	

<b>Quick Books Account Nos.</b>					
<b>Totals per QB account no.</b>					

<b>TOTAL OF QB ACCOUNT NOS. MUST EQUAL TOTAL REIMBURSEMENT</b>	
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