



EXPENSE CLAIM GUIDELINES

New Brunswick Society of Retired Teachers

Travel Authorization:

All out-of-province travel on behalf of the NBSRT shall be subject to prior approval by the NBSRT Executive.

Transportation:

An NBSRT Member shall not claim a travel allowance (mileage) if he/she travels in another NBSRT member's vehicle to an activity for which NBSRT pays travel expenses.

The travel allowance shall be calculated on the number of kilometers between the member's community of residence to the place of meeting and return.

Overnight Lodging:

If a member cannot leave his/her residence at 8:00 am and arrive in time for the meeting, then the member shall be entitled to overnight lodging the night prior to the meeting.

If a member cannot arrive home by 9:30 pm at the conclusion of a meeting, including one hour for dinner, then the member shall be entitled to overnight lodging.

If overnight single accommodation is in excess of \$20.00, then that expense shall be supported by a receipt.

Meals:

If a member is entitled to overnight lodging the night prior to a meeting or the night following a meeting, then the member shall be entitled to an evening meal.

If a member can arrive home by 5:00 pm the night following a meeting, then the member shall not be entitled to an evening meal.

If a member is entitled to overnight lodging the night prior to a meeting or the night following a meeting, then the member is entitled to claim breakfast the next morning.

Rates:

Mileage: 0.57 / Km (Rate Revised – Exec Motion – May 9, 2023)

Meal Rates:

In-Province:	Breakfast: \$15.00	Lunch: \$20.00	Dinner: \$30.00
Out-of-Province:	Breakfast: \$19.00	Lunch: \$20.00	Dinner: \$47.00

Expenses:

The expenses of a spouse who is not a member of the NBSRT shall not be paid while he/she is attending functions of the NBSRT or of its affiliates.

Authorization of Expense Sheets:

All expense claims shall be approved by the Treasurer; however, if any questions should arise, then the expense claim(s) in question shall be referred to the Executive.