

FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy D-1

Last Updated: August 1, 2008

Expenses

Expenses Covered

- FAJ supports the principle of reimbursing expenses directly related to the authorized activity on behalf of FAJ and which are not being reimbursed through any other source.
- Directors, officers and contractors shall be reimbursed travel expenses at the same rates and terms as used for the Alberta Provincial Government for its employees. Reimbursement of invited guests shall be at the discretion of the Executive Director.
- Travel expenses include:
 - Vehicle mileage and/or public transportation
 - Parking
 - Accommodation
 - Meals and non-alcoholic beverages
 - Incidental expenses approved by the Executive Director
- Travel expenses apply to travel outside of the municipality of residence of the director, officer or contractor.

Process

- Travel expenses will be claimed on the Expense Claim form for directors, officers, members, and speakers and on an invoice for contractors.
- Expenses are reviewed and approved by the Executive Director, then forwarded to the Treasurer or signing officer for payment.
- Original receipts should accompany the expense claim and where not possible, a note should accompany the copy to identify where the original receipt will be retained.