

Travel and Expense Claims

TRAVEL AND ACCOMMODATION

1. Board and Committee members who travel on Association business are expected to make every attempt to travel by the most economical method available.
2. Travel by a Board and Committee Members attending Association meetings and/or an Association required functions, the Association covers 100% of the cost of the return transportation for the individual.
3. Travel and accommodations expenses, and a per diem, are paid by the Association as per the Association's expense guidelines.

EXPENSE GUIDELINES

To be reimbursed for expenses, Members will:

1. Obtain expense claim form through a Member of the Board of Directors.
2. Complete the form and submit with original receipts to the Treasurer via mail to Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.