

Expenses Policy

Last revised: September 2024

1.0 Reimbursement of Executive and Committee Costs

1.1 The VCCFA recognizes there may be a cost for Executive Members to attend the numerous meetings held during the year. Bylaw 6.6.2 states: *“The position of the members of the Executive shall be without salary from the Association beyond the actual expenses incurred in the service of the Association.”*

1.2 Executive members and VCCFA representatives on other committees may claim for parking, transit, child-care or other related costs that may be a barrier to their participation (e.g. outside of a member’s normal working hours).

1.3 A Request for Reimbursement of Costs form within the pre-approved limits should be filled out and given to the Office Administrator or Treasurer. Anything above those limits must be pre-approved by the President or delegate.

2.0 Reimbursement of Travel, Conference, Meeting, Education & Other Expenses – VCCFA Representative

2.1 The VCCFA shall pay for or reimburse the travel, registration, accommodation, meal, child-care and approved miscellaneous expenses of authorized VCCFA Representatives at meetings or conferences deemed by the VCCFA President or delegate to be dealing with matters pertaining to VCCFA business.

2.2 Reimbursement shall be up to the amounts authorized by the VCCFA President or delegate and unless specifically authorized by a General Meeting, within the limits set by the annual budget of the VCCFA.

2.2.1 Such reimbursement shall also be limited by the total amount available within the amounts allotted for such purposes in the annual VCCFA budget.

2.2.2 Claims for reimbursement shall not include amounts reimbursed to VCCFA members by other bodies; for example, VCCFA PD Funds Committee or the Adjudicated PD Funds Committee.

2.3 The detailed guidelines for expense claims shall be as described on the Expense Claim form.

3.0 Appeal Process

3.1 If the President or delegate does not approve a claimed expense(s), a member may appeal to the entire Executive. The member can present their case and the matter will be decided by majority vote.

4.0 Credit Cards

4.1 The President, Vice President and Chief Steward are issued credit cards for FA-related business with a budgeted expense lines.