

TOPIC: Finance	SUBJECT: Expense Claims	Code: FN040
		Date of Issue: 06/1995
		Revised: May 2006
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PURPOSE: This policy will outline expense claim submissions and subsequent payment.

PROCEDURE:

- 1 **Expense claims** are submitted monthly for approval by your supervisor. Final claims for the fiscal year must be submitted prior to April 15th, in order to be paid.
- 2 **Claims** must be accompanied by all receipts in order to receive payment.
- 3 **Parking Expenses:** Will be reimbursed. Staff are encouraged to look for free parking and obtain receipts where possible.

Bus Fares: are exempt when paid by cash (i.e.: a receipt is not required). Staff are encouraged to use staff bus passes which can be obtained from Administration.
- 4 Monthly claims must be in excess of \$10.00 in order to be processed. You may hold your claim until it is over \$10.00. If you feel it will be some time before you reach \$10.00, have your supervisor authorize it for payment through Petty Cash.
- 5 Claims are to be submitted by Monday, 4:30 p.m., prior to the pay day for approval.
- 6 Supervisors will approve and submit the claim to the Director of Finance & Administration prior to Tuesday, 4:30 p.m., prior to the pay day.
- 7 Claims will be processed and available from Administration on pay day. Special notice may occasionally be given of expense claims not being processed until the following pay day.
- 8 Claims not submitted as per #5 and #6 will be processed the following pay day.