

MEETING BUDGETS  
PEACE-LIARD REGIONAL ARTS COUNCIL

INTENT

An important function of the Peace Liard Regional Arts Council is to ensure that its members meet to communicate, cooperate and coordinate activities in the pursuit of the Council's goals. No member should be out of pocket in order to attend the PLRAC meetings.

REGULATIONS

1. Meals, accommodation and meeting room rental when necessary, as well as mileage will be paid by the PLRAC.

2. Alcoholic beverages are not an allowable expense.

3. Funding will be provided for one car per community, unless: there are more than 4 persons attending from the community; extenuating circumstances necessitate two vehicles travelling; or the use of public transportation is necessary.

4. Board approval is required to approve the mileage payment for more than one vehicle per community if fewer than 5 people are involved.

PROCEDURES

1. Meeting expenses will be claimed on the approved form with receipts attached for out of pocket expenses for meals and accommodation. Completed forms will be submitted to the Treasurer on the date of the meeting. The Treasurer will present the cheques at the close of the meeting.

2. Claims for attendance at committee meetings will be submitted, with receipts attached, by the following meeting date, or before Dec. 25. If the committee meets after the November meeting but before January of the next year; the Treasurer will either hold these cheques until the next regular meeting or mail them.

3. A community requesting approval (#4 above) will bring forward a motion for acceptance at the regular Board meeting under question.

FINANCE POLICY: Originally Approved: \_\_\_\_\_

Approval Date: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

(Revised) \_\_\_\_\_