

EXPENSE ALLOCATIONS  
PEACE-LIARD REGIONAL ARTS COUNCIL

INTENT

No Board member should be out of pocket for services rendered to the society and shall be reimbursed on pre-approved expenses. Board members in *positions of special responsibility* are often called upon to make decisions and to act within a limited time frame. These circumstances may make it impracticable to gain prior approval of the Board for expenses incurred. In such cases, Board members are expected to keep the Executive Director and Executive Board members apprised of decisions made without formal Board approval.

REGULATIONS

1. All expenses reimbursed under this policy shall be limited to the amount covered by receipts.
2. Representatives of approved provincial arts organizations serving on the PLRAC and the President of the PLRAC are recognized as persons in *positions of special responsibility*.
3. Application for reimbursement of expenses must be made on the approved forms.
4. Reimbursement should be made at each regular meeting, covering the period from the last meeting, except for the period following the November meeting, when application should be made before December 21 of that year.

PROCEDURES

1. The amount allocated to each qualifying person shall be reviewed and approved at each AGM.
2. Mileage rates are paid for one vehicle per community at the rate approved for regular meetings.

FINANCE POLICY

Originally Approved: \_\_\_\_\_

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

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