

General chapter AP/AR with PEO

Chapter Accounts Payable (AP) with PEO

- What is considered a chapter AP with PEO?
 - Chapter purchased P.Eng. pins from PEO
 - Chapter purchased a banner through PEO. PEO pays for the banner and send a bill to the chapter
 - Chapter newsletter distribution through PEO's supplier
 - Anything that PEO has to bill the chapter
- Chapter should pay the invoice as soon as possible. Although PEO does not impose interests on the chapter, all invoices to chapters should be considered due upon receipt.

If the chapter has not paid the invoice, the outstanding amount will be deducted from the next payable to the chapter or if it is close to year end, allotment for the chapter from the upcoming year. Chapter Accounts Receivable (AR) with PEO

- What is considered a chapter AR with PEO?
 - Chapter hosted a regional congress by paying for a dinner for all congress delegates. Chapter subsequently bills PEO for the agreed portion.
 - Chapter presented 10 certificates during a recent certificate presentation ceremony. The chapter wants to claim for the \$600 (10 x \$60)
- Chapter should file for claims as soon as possible and within a time frame that is congruent to prevailing PEO expense reimbursement policy.
- Although not specifically spelled out in the expense reimbursement policy, it pays for the chapter to be current with all their claims with PEO.

Specific exceptions

- Chapter selected students as their entrance scholarship recipients. Totaling \$1000.
- Chapter wants to recover costs to invitations to guests to their events.
- Chapter wants to recover costs to invitations to councillors as attendees to their events.

In the case of the scholarship, use the scholarship form (Scholarship form is available in Forms section of this website), preferably within the period as per the prevailing PEO expense reimbursement policy.

In the case of costs to invite guests, it is generally considered part of the cost of the event for the Chapter. Thus it is generally not reimbursable by PEO as chapters have received allotment to run events. Please bring all special cases to the attention of the manager, chapters or delegate. General Councillors can mean regional councillors, president, vice presidents, LGA councillors and councillors at large. Only regional councillors and president have travel budget. Chapter should allow these guests to pay for their own as they have ability to expense the moneys back to PEO. If a chapter decides to comp these guests, as there is no record of money transaction, PEO finance does not reimburses.

With the exception of the president and all regional councillors, vice presidents, LGA councillors and councillors-at-large do not have any budget to expense travel to chapter events. If a chapter decides to invite these councillors, chapter pays. There is no method of recovery of the money from PEO after the fact. If payment is required from these invitees, chapter should charge them directly.

Volunteer Expenses

- All expense claims must be submitted using the approved PEO expense reimbursement claim form.
- All original receipts must be submitted with all claims. Electronic receipts are acceptable.
- Expense claims shall be submitted within two (2) months of incurring the expense.
- Complete policy is available on SharePoint and included in this package (Section 6.3)
- All Expense Reimbursement forms must be submitted to

volunteerepenses@peo.on.ca