

Expense reimbursements

PEO reimburses selected chapter volunteers for their out of pocket expenses as a result of attending regional congresses, PEO AGM and conference in the spring, and the Chapter Leader Conference in the fall. Out of pocket expenses are defined as mileage, meals as necessitated by travel and parking, etc. The current PEO expense reimbursement policy is the same policy the chapter should use. The policy is located in the www.chapters.peo.on.ca website.

To the same logic, PEO chapters can also reimburse their own chapter volunteers for out of pocket expense as well. This situation usually applies when a volunteer is doing a lot of running around for the chapter, or he/she has vast distances to cover. The operative word here is “can” and perhaps “may” as the chapter is reminded chapter expense claims (to that matter, all expense claims) are optional upon the claimant.

The following guide is a collection of the current RCC motions around the subject of chapter expense reimbursement (can be applicable to chapter executives, or regional councillors, or both). Where the guide is silent, the volunteer is asked to be reasonable when considering and making claims. If in doubt, please contact the chapter office.

Regional travel budget for regional councillors

Regional councillors were reminded at the Feb 24, 2012 meeting to respect their travel budgets.

- *Regional councillors have a budget to travel within their region*
 - *For east and west central regional councillors, the travel budget is currently \$1,000 per councillor per year.*
 - *For western, eastern and northern regional councillors, because the distance of travel and the need for a hotel room, the travel budget is currently \$1,500 per councillor per year*
 - *This budget does not cover for regional congresses, AGM and the Chapter Leader Conference, which all have separate budgets.*
- *The travel budget is also called the “regional councillor on regional business” budget.*
- *If a regional councillors need to overspend on their travel budget, they need to ask the RCC first for approval before the expense is incurred.*
- *Such budget must be used in accordance to existing PEO expense reimbursement policy.*
- *The regional councillor travel budget is tracked at by the chapter office. Regional councillors can make enquiry about their status of their travel budget with any members of the chapter office.*

Reference: Motion 5 from the October 1, 2011 RCC meeting states:

Motion 5 (RCC Meeting 11-Oct-2011): In the event that a RCC councillor exceeds their allotted regional councillor on regional business budget, the RCC councillor has to bring this request to RCC for prior

approval. Request needs to be timely. Motion moved by Wayne Kershaw and seconded by Colin Moore. Motion CARRIED.

Travel in home chapter for chapter volunteers

RCC has a rule that chapters cannot reimburse chapter executives with mileage regarding claiming expenses to attend home chapter event that is within a round trip of 60km. Where home chapter is determined by either the native chapter selection assigned by PEO or by the member's own choosing (alternative chapter).

Mileage reimbursement rate should be the same as PEO Expense Reimbursement Policy and it is currently \$0.55 per km driven for 2015.

Travel in home chapter for regional councillors

The RCC discussed whether Regional Councillors should claim mileage expenses to attend events hosted by their home chapters. It is agreed that regional councillors should be bounded by the same rules.

Referencing Motion 5 of Feb 24, 2012 meeting of RCC:

That RCC be bound to the same rules as chapter executives (60 km round trip) regarding claiming expenses to attend your home chapter's events. Motion moved by Wayne Kershaw and seconded by Rob Willson. Motion CARRIED unanimously.

Timely expense submissions

Timely submission of expenses to the volunteerexpenses@peo.on.ca email address is important to PEO and its audit process. Although the current limiting period is 3 months from the day of the expense incurred, it is a recommended best practice for any volunteers to complete their expense claims within one week and send it in to the above email address so that it will not be forgotten.

Referencing material: PEO Expense Reimbursement Guide