

<i>POLICY</i> BUSINESS EXPENSES OUTSIDE OF NORMAL OPERATIONS	Number: 3-110 Section: FINANCE Page: 1 of 2
Issuing Authority	CASLP-NL Board of Directors
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OVERVIEW

CASLP-NL may assume the business expense of organizing events specific to college operations. “Business expense”, for the purpose of this policy, is defined as the provision of food, beverage or other forms of hospitality outside of regular operations (i.e. business meetings, recognition events, networking, etc.)

POLICY

The College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) will identify the types of business expenses outside of normal operations. Expenses that are deemed acceptable will be included within the proposed budget.

PROCEDURE

- The College Board must identify, as part of its yearly budget process, an estimate of costs for CASLP-NL sponsored events and/or celebrations. The following guidelines will apply to business expenses:
 - Where appropriate, an estimate of business expenses will be approved in advance of the event (i.e. celebrations, scheduled meeting with catering as part of the event).
 - Expenses acceptable to the College include payment for meals for business meetings.
- Expense claims should be submitted within 30 days of incurring costs. Receipts are required.

BUSINESS EXPENSES OUTSIDE OF NORMAL OPERATIONS

- Expenses incurred in accordance with the guidelines must be approved by the College Treasurer.
- Expenses for the College Treasurer must be approved by the chairperson of the College.
- Expense claims will be submitted using the Travel Claim Form (5-70). Claim forms will be maintained by the College Treasurer for a minimum of six years from the end of the latest year to which they relate unless written permission is given by the Canada Revenue Agency.

APPROVED BY:



CASLP-NL Chairperson



CASLP-NL Board Member