



DISTRICT 13 SPENDING & REIMBURSEMENT GUIDELINES
For Executive Members, Committee Chairs and Committees
Revised March 2024

PREAMBLE:

RTOERO District 13 guidelines have been established to provide direction and clarity for Executive Members, Committee Chairs and Committees to ensure consistency in application, and mindfulness of environmental impact in support of financial controls and risk management. It is noted that in exceptional circumstances, limits may be exceeded upon approval of the Executive.

Reimbursement of expenses to a District 13 Executive or Committee member requires the expense to have the proper approval.

These guidelines outline the maximum expenses incurred for eligible activities along with processes for claiming reimbursement and District 13 banking.

A. EXPENSES ELIGIBLE FOR REIMBURSEMENT

1) Bereavement (only expenses incurred by Goodwill committee reps will be reimbursed)

- a) Bereavement of a **current RTOERO District 13 Executive Member's** immediate family (i.e. spouse/partner, child, child-in-law, parent, parent-in-law, grandchild)
 - A gift of flowers, food, or other suitable item will be sent/delivered in thoughtful recognition of the loss of the family member.
 - The allowable expense is not to exceed \$70.00 including tax, delivery and/or mileage.
- b) Bereavement of **former RTOERO District 13 Executive Members**
 - The death of a former Executive Member may be acknowledged upon approval of the Executive.
- c) Bereavement of a current RTOERO District 13 Committee member's family member
 - A personal sympathy card will be sent.
- d) Bereavement of a RTOERO District 13 member
 - An RTOERO In Memorium card from the RTOERO Foundation will be sent to the family member.
 - RTOERO District 13 donates \$2000.00 to the RTOERO Foundation annually in honor of all District 13 members who have passed away in that calendar year.

2) Serious Illness -(only expenses incurred by Goodwill committee reps will be reimbursed)

- a) A "Thinking of You/Get Well" card will be sent to RTOERO District 13 members, when appropriate, upon notification to the Goodwill Committee.

3) Milestone Birthdays-(only expenses incurred by Goodwill committee reps will be reimbursed)

- a) RTOERO District 13 Members celebrating “milestone” birthdays may receive a card and a gift, (i.e., jam, chocolates, biscuits, nuts) to a maximum value of \$10.00 including tax.
- b) Milestone birthdays include the following ages: 80,85,90,95,100 +.

4) Winter Holiday (i.e. Christmas) -(only expenses incurred by Goodwill committee reps will be reimbursed)

- a) RTOERO District 13 Members (80 yrs.+) may receive a card and a gift. (i.e., ornament, bookmark) to a maximum value of \$5.00 including tax.

5) Mileage

- a) Mileage costs by the member’s personal vehicle will be reimbursed for kilometres travelled based on the current RTOERO rate, which is subject to change. Where members carpool, the RTOERO carpooling rate will apply for the driver.
- b) Mileage claims are deducted according to each committee’s budget line.
 - All claims for mileage reimbursement must reflect the work of the committee/s.
- c) Mileage will be calculated in kilometers using GPS-based/google maps to verify mileage.
- d) Routes that minimize mileage costs (i.e. shortest, most direct route) should be used wherever possible. In rare instances when this may not be possible, the Treasurer will seek further information from the member prior to making a final determination about claim acceptance. In most cases, the shortest route will be reimbursed.
- e) Expense forms with **incorrect mileage** will be reimbursed to the level as verified by the Treasurer’s review of a map. The Treasurer will inform the member if the approved reimbursement is different than the amount submitted.
- f) To claim eligible mileage expenses for RTOERO District 13 business, members must **enter the full address starting point** and to **enter the full address destination** of business for RTOERO District 13. Send a copy of the map printout when submitting mileage.

Date	Destination To/From	Activity / List passengers if pooling rate claimed	km driven

- j) Claimants are encouraged to **bundle trips** where possible to reduce costs, protect the environment and avoid duplication. Where the member travels to various locations during the day, distance shall be calculated from the last of each location to the next location.
- k) Reimbursement will not be provided (nor will payment be made) for traffic or parking violations.
- l) Mileage Reimbursement is not eligible for the following:
 - Expenses incurred while conducting non-District 13 business.
 - Participation in District 13 organized activities:
 - (1) Social/Recreation events (i.e, Salsa, golf, welcome reception)
 - (2) Volunteer Appreciation activities (i.e., Appreciation dinner/luncheon)
 - (3) Membership luncheon meetings (i.e, Spring Annual meeting, Fall General Meeting)

6) Refreshments for Meetings

- a) Reimbursement for refreshments for meetings of the Executive, Executive committees, Standing Committees (i.e., Goodwill, PAC, Tours) and Ad Hoc Committees (i.e., Golf, Curling) is a maximum allowable expense of up to \$7.00 per person including tax & gratuities.
- b) Goodwill Committee orientation meetings for new members have a maximum allowable expense of up to \$10.00 per person, including tax and gratuities.
- c) Gratuities maximum allowed is 15% as instructed by RTOERO office.
- d) Meetings of a personal nature are at personal discretion and expense.
- e) When feasible, phone meetings or zoom meetings should be planned to reduce the need for a meeting with mileage.
- f) It is recommended that committees hold meetings at RTOERO District 13 Office at 27 Head Street. Meeting dates need to be submitted to the President at least 30 days in advance.

7) Committee Expenses/Bulk Ordering

- a) All Committee Chairs are responsible for the expenses incurred or submitted by their committee members.
- b) Purchasing bulk orders is only allowed by the Chair(s) of a committee and within the budget of the committee.
 - Committee members who wish to purchase large quantities of items are to seek approval from the Committee Chair(s) first to determine if the item would be considered a bulk item or not.

B. PROCESS FOR REIMBURSEMENT

1. Members will be reimbursed following approval of eligible expenses submitted on the most current RTOERO expense form.
2. Expense forms are to be submitted to the treasurer:
 - electronically to: treasurer13@districts.rtoero.ca or
 - hard copy mailed to the treasurer's address as recorded on the Executive Committee Directory.
3. It is expected that eligible claims are submitted to the Treasurer monthly and should be submitted within 30 days of their occurrence. All expense claims older than 90 days may not be paid. Where there are small monthly amounts, these expenses may be pooled on one form and submitted following consultation with the Committee Chair with final approval by Treasurer.
4. Itemized receipts must be submitted with the expense form as verification of submitted expenses.
5. Approved expenses will not exceed the maximum amounts outlined. Where submitted claims reflect expenses that exceed the amounts outlined in these guidelines, the treasurer will reimburse the member to the maximum levels and inform the member as such.
6. All Committee Chairs must ensure their committee members submit their expenses on or before December 15th, for year end reporting.
7. Expense forms for expenses incurred during the current budget year will not be reimbursed after December 31st of that year.

C. BANKING - ONE BANK ACCOUNT FOR DISTRICT 13

This item is important for Committee Chairs who collect funds for registrations for their events (i.e., Health Workshop, Golf, Curling, Tours, Recreation events etc.)

1. There is one legal bank account which the treasurer and two signing officers have access to for RTOERO District 13 business. Two signing officers may include in the following preferential order; President, Past President, Vice President, 2nd Vice President or an Executive member. Signing officers must register in person at the bank or credit union to obtain signing status.
2. No other Executive member/Chairperson may hold another bank account.
3. Deposits of cheques or cash is the treasurer's responsibility. Each cheque requires a RTOERO District 13 stamp which is in the treasurer's possession.
4. Cheques must be deposited after the event. Thus, after each event, the organizer of the committee shall arrange to provide the treasurer with all the cheques, cash and cash receipts, accompanied with an alphabetical list of names and the total amount collected before funds are deposited.
5. The list of participants will indicate whether participants paid by:
 - Cheques received, with the amount collected from each payee,
 - Cash received (a receipt must be given to the payee and a copy kept on file by treasurer),
 - Mastercard payments (made through RTOERO Office).

D. REPORTING UPON COMPLETION OF ACTIVITY

Committee chairs are to submit to the treasurer and to the District Executive a financial report outlining income, expenditures, and number of participants no later than 30 days following completion.

E. REFUNDS

- Applications for a refund will be considered on an individual basis.
- Requests for refunds are to be made in writing to the event organizer.
- A full refund will be given if the request is made prior to registration deadline.
- After the registration deadline, refund requests will be considered on an individual basis and will be dependent upon costs already incurred for the event.
- Refund requests are to be made no later than 14 days after the event.
- Any reimbursement will be made in the same method as the original payment made for the event, except cash payments which will be reimbursed by cheque.

Revised: March 2024

To be reviewed annually

Ad Hoc Finance Committee:

Treasurer (Chair), President, 2nd Vice-President, Benefits, Goodwill, Java Time & Tours Chairs.