

Speech and Hearing BC Policy Statement & Procedures

V.2.A

AREA: Finance

SUBJECT: Provincial Council/Committee Expenses

POLICY:

Provincial Council and Committee members will be reimbursed for reasonable expenses incurred to carry out the duties and tasks required of them in their designated roles. Expenses must be submitted with the appropriate receipts. Expenses must be claimed in a timely manner.

PROCEDURE:

- Claimants will complete and submit the Speech and Hearing BC Expense Claim Form (see attached) and receipts to the Speech and Hearing BC Office for each claim.
- Expense claims must be submitted to the Office within 60 days of the expense being incurred.
- The Treasurer will assist Provincial Council members and Committee Chairs with the preparation of budgets upon request.