

Reimbursement Policy

Keeping in mind that Councillors of the Association of Newfoundland Land Surveyors volunteer their time to carry out the affairs of the Association, they should not be expected to use any of their own funds while carrying out their duties. To this end the following is a breakdown of rates and expenses.

Councillors should attempt to take advantage of seat sales when flying. If a Councillor has a choice of flying or driving and chooses to drive, the least cost of air fare or mileage should be charged. When a Councillor flies, they are entitled to rent a car for the least amount of time the car would be needed in order for the Councillor to attend the meeting.

Mileage is to be charged at \$0.55 / km.

Meals may be charged at amount paid by receipts or \$15.00 / meal.

Out of town Councillors staying overnight may choose hotel or private lodgings. Attempts should be made to use Hotels under the Association's Corporate Rate set for the year. Councillors using private lodgings may charge room and board as paid by them or \$30.00 / night.

Any other reasonable expense may be paid provided a receipt is attached. All expenses must be reported to the ANLS office within 30 Days of the time the expenses occurred. This ensures the council member will be reimbursed within a timely manner.