

AAC EXPENSE CLAIMS

Policy Number: FN-2	Approved: May 23, 2012 Revised: September 5, 2014 Update: July 30, 2024	Scheduled Review: August of each fiscal year
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Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavours with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials directly aligned to the Alberta curriculum that address both formative and summative processes and
- enhancing teacher and leader assessment capacity by providing opportunities for quality professional learning.

AAC staff and members of the AAC Board of Directors can require travel to fulfill the AAC vision, mission, and service mandate to its members. Travel expenses incurred while on AAC business must be reimbursed fairly and transparently.

Purpose

This policy describes a process for determining reimbursement for expenses incurred while doing AAC business.

Policy

AAC staff and members of the Board of Directors can submit expense claims. AAC staff members include individuals working under a contract of employment and individuals working under a secondment agreement. Expense claims for other individuals will be allowed only under exceptional circumstances and must be pre-approved by the Executive Director. The Board of Directors will determine expense claim amounts at the last Board meeting of the fiscal year to become effective at the beginning of the new fiscal year.

The following conditions must be met to be eligible for reimbursement of expenses.

- Expenses must be directly related to AAC business.
- Expense claims must be signed by the claimant and approved by the Executive Director, except for the Executive Director's expense claims, which the Treasurer must approve.
- Receipts must be provided.
- All reasonable claims will be accepted.
- Expense sharing should be done when travel is arranged to facilitate more than one event during a single trip.
- Expense claims for items over and above routine travel for AAC assignments must be approved in advance by the Executive Director. Examples of items in this category include but are not limited to, computers and computer software, office supplies for staff members working from a home office and professional development events for AAC staff members.

The following conditions apply to travel-related vehicle and airfare reimbursement claims.

- AAC staff members and members of the Board of Directors who use their vehicle for approved AAC-related travel will be reimbursed according to the km rate established by the AAC Board of Directors

each year. ([See AAC Expense Rate Agreement](#)) Parking costs will also be reimbursed with receipts. Fuel, ongoing maintenance, insurance, or other vehicle-related expenses will not be reimbursed. No km will be reimbursed for driving from the staff member's residence to the staff member's primary work location.

- Each AAC staff member who uses their vehicle for approved AAC-related travel must carry \$2,000,000 in general liability insurance and understand that they assume liability for any accidents and traffic infractions incurred while driving a vehicle for AAC-related assignments. AAC liability insurance only covers 3rd party liability if a claim exceeds the liability amount on the staff member's policy.
- Each AAC staff member will also be required to provide evidence of disclosure to their insurance company that the vehicle is used for travel to various work-related locations throughout the province and that they are being reimbursed per km for such use.
- If an AAC staff member or member of the Board of Directors wishes to use something other than a personal vehicle for out-of-town AAC-related travel, they may choose to rent a vehicle for approved AAC-related travel. Car rental, fuel, parking, and additional insurance fees at the time of rental will be reimbursed with appropriate receipts. The staff member or member of the Board of Directors assumes responsibility for any traffic infractions incurred while renting a vehicle for AAC-related assignments.
- AAC staff members or members of the Board of Directors may choose to fly where flights are possible, and schedules permit. Flights must be economy class. Airport parking, ground transportation once on location, and the cost of flights will be reimbursed with appropriate receipts.

The following conditions apply to travel-related meal reimbursement claims.

- AAC staff members and members of the Board of Directors will be reimbursed for meals while on approved AAC business as per the rate established by the AAC Board of Directors each year.
- Alcohol will not be reimbursed.
- Notwithstanding the specified meal rates, there are times when exceptions will be allowed. These exceptions include
 - the Executive Director hosting keynote speakers for the Fall Conference;
 - the Executive Director hosting potential grant providers and education partners; and
 - locations where standard menu choices exceed the allowed rates.

The following conditions apply to travel-related accommodation reimbursement claims.

- Accommodations must be at ATA rates or a comparable travel plan if no ATA rate is available.
- If an AAC staff member or member of the AAC Board of Directors chooses to stay with family or friends instead of staying in a hotel on trips when they are eligible to do so, they may request reimbursement for a gift for their host up to a maximum of \$75.00 per visit. Receipts must be provided, and alcohol will not qualify. This gift in lieu of a hotel option is only available when the expenses are billed to a third party if the party has agreed to this in advance.

The following conditions apply to cell phone reimbursement claims.

- AAC staff members can be reimbursed for a portion of their cell phone bill. As usage amounts vary monthly, each staff member will review their cell phone bill over two months to determine an approximate ratio of business to personal use and discuss a proposed expense reimbursement percentage with the Executive Director.
- AAC staff members will have an appropriate plan to ensure reasonable expenses.
- If the ratio of business to personal use changes significantly, the staff member will discuss a new reimbursement percentage with the Executive Director.
- Occasionally, additional charges must be incurred for work-related internet and cell phone usage over and above the typical usage. The Executive Director should discuss and approve these in advance.
- AAC will not reimburse charges for personal downloads of music, video, games, etc.

Procedures

- The AAC Executive Director will confirm the rates at the beginning of the fiscal year and arrange to update the AAC Expense Claim forms.
- Expense claim policy and procedures will be shared with all AAC staff members and the AAC Board of Directors at the start of the fiscal year and at the Board of Directors' orientation meeting in November each year.
- Expense claims must be approved before reimbursement is made.

Responsibilities

It shall be the responsibility of the Board of Directors to

- review and follow claim procedures as outlined and
- hear any appeals that may arise.

It shall be the responsibility of the Treasurer to

- review and approve all expense claims belonging to the Executive Director.

It shall be the responsibility of the Executive Director to

- ensure the AAC Expense Claim form is updated yearly;
- communicate the Policy and Procedures to all AAC staff members;
- review and approve all expense claims other than those belonging to the Executive Director;
- ensure accurate financial records are maintained;
- ensure that claims are processed in a timely manner and
- ensure that the procedures specified in this policy are implemented appropriately.

It shall be the responsibility of AAC staff members and seconded educators to

- review and follow claim procedures as outlined.

Related Documents

- Current AAC Expense Claim
- *AAC Bylaws* (current)
 - 8.1 Members of the Board of Directors shall receive reimbursement only for travel and subsistence expenses related to the Board's business.

Authorization

Signature of Chairperson

Katie Graham

Name of Chairperson

September 19, 2024

Date