



**COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS OF
NEWFOUNDLAND & LABRADOR**

Policy BUSINESS EXPENSES OUTSIDE OF NORMAL OPERATIONS	Number: 3-110 Section: FINANCE Page: 1 of 2
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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Overview:

Organizations from time to time host or are hosted by individuals or organizations with which they do business. Generally, if such meetings are arranged by the host organization it is customary that the host organization pay for the cost associated with hosting the event. When an organization reaches or achieves a milestone it is customary to have recognition events.

Policy:

The College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) will identify the types of business expenses that are acceptable to the College and will establish as part of its budget process a budget for business expenses.

Definition: Business Expense for the purpose of this policy is defined as the provision of food, beverage or other forms of hospitality associated with conducting the business of the organization (i.e. business meetings, recognition events, networking etc.)

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.
 - Expenses acceptable to the College include payment for a meal associated with a College Board meeting once a year.
- Expense claims should be submitted within 30 days of incurring costs. Receipts are required.
- 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.

References

Approved By:



CASLP-NL Chairperson



CASLP-NL Board Member