

<i>POLICY</i>	Number: 3-110
BUSINESS EXPENSES OUTSIDE OF ANTICIPATED ANNUAL BUDGET	Section: FINANCE
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Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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OVERVIEW

CASLP-NL may assume unanticipated or arising business expenses related to College operations or events outside of the anticipated annual budget. "Business expense" may include expenses related to College operations (e.g. meetings, consultant fees) as well as forms of hosting outside of regular operations (e.g. regulatory collaboration).

POLICY

The College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) will consider proposed business expenses. Expenses that are deemed acceptable will be approved.

PROCEDURE

- The College Board must identify, as part of its yearly budget process, an estimate of costs for CASLP-NL sponsored events.
- The following guidelines will apply to unanticipated or arising business expenses:
 - Where appropriate, an estimate of business expenses will be approved by the board in advance of the event or expenditures.

BUSINESS EXPENSES OUTSIDE OF ANTICIPATED ANNUAL BUDGET

- Expenses acceptable to the College may include, but are not restricted to: payment for meals during business meetings, meeting spaces, tokens of recognition, or consultant fees.
- Expense claims and invoices should be submitted within 30 days of incurring costs. Receipts are required.
- Procedures as outlined in policy 3-20 “College Purchases” must be adhered to.
- Expenses incurred in accordance with the guidelines must be approved by the College.
- Expense claims will be submitted using the Reimbursement 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.

APPROVED BY:

CASLP-NL Chairperson

CASLP-NL Board Member