

Policy & Procedure #1

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Expense recovery
Date issued: March 28, 2009
New: X Amendment: ---**

**SECTION 9 of By-law # 1 provides for expense recovery for PAC members.
The following criteria is applicable to all members:**

1) Eligible Expenses

Eligible expenses that will be reimbursed to Provincial Advisory Committee (PAC) members by the Manitoba COPP will include the following:

- Transportation (mileage) to and from PAC meetings and other related COPP meetings.
- Accommodation for members traveling to quarterly meetings or at the Manitoba COPP Coordinator's discretion for special circumstances.
- Meals and parking.
- Program related long distance telephone charges.
- Miscellaneous expenses approved by the Provincial Coordinator

Reimbursement of approved expenses will be made at current Manitoba Public Insurance rates.

2) Criteria

- Each PAC member is responsible to forward a claim for their expenses to the Provincial Coordinator within a reasonable period of time.
- Where car pooling has been arranged, only one committee member is eligible to claim mileage expenses.
- Only PAC member expenses will be eligible for reimbursement.
- Receipts must be submitted for meals or parking, and a copy of the telephone statement for long distance telephone charges.
- Expense reimbursement will be submitted on the standard Expense Recovery Form. The form must be signed by the claimant, with original receipts attached.