Claim Forms

1. Travel
2. General

Travel Expense Claim Form

1. Members of the executive committee are permitted to claim travel expenses for business related to TCPVA that is not reimbursed by the Board or another organization.
2. Claim forms for travel expenses will normally cover mileage and parking.
3. Where approved, accommodations and meals will be claimed on the General Claim form under the appropriate expense category.
4. Travel expense claim forms may be approved by any **two** signing officers except where the claim is being made by a signing officer for his/her own travel expenses. In such a case **two** other signing officers shall approve the travel expense claim.
5. Approved travel expense claims will be submitted to the Executive Assistant for processing.
6. Travel expense claims may be appended to a General Claim form.

General Claim Form

1. General claim forms will cover items approved within the annual budget.
2. Extraordinary expenses may be approved by the executive committee.
3. General claim forms may be approved by any **two** signing officers except where the claim is being made by a signing officer for his/her own expenses. In such a case **two** other signing officers shall approve the expense claim.
4. Approved general expense claims will be submitted to the Executive Assistant for processing.

Approval, Payment and Review Process

1. The Treasurer and Executive Assistant will normally sign approval for all expense claims. The President will co-sign approval for expense claims filed by the Treasurer or Executive Assistant.
2. The Treasurer and Executive Assistant will normally co-sign cheques issued to pay approved expense claims. The President will co-sign cheques payable to the Treasurer or Executive Assistant.
3. Approved claim forms and the respective cheque stubs will be reviewed and *initialed* by any **two** members of the executive committee to whom the respective claims do not apply.
4. Claim forms that have been paid and reviewed by members of the executive committee shall be reviewed by a designated member of the executive council.