



CANADIAN  
UNITARIAN  
COUNCIL

CONSEIL  
UNITARIEN  
DU CANADA

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## EXPENSE CLAIM GUIDELINES

The Canadian Unitarian Council compensates and fully reimburses its Board members, facilitators, consultants and volunteers for all legitimate out-of-pocket expenses incurred while on CUC business. Expenses are reimbursed only for those goods and services actually consumed, in economical fashion, and in reasonable amounts.

### General claim guidelines

Admissible expenses include:

- a. Travel, food, parking, public transit and accommodation
- b. Telephone charges for CUC-related calls and teleconferences
- c. Expenses for copying training materials
- d. Tips, not to exceed 20%. Housekeeping tips not to exceed \$2 per day

Inadmissible expenses include:

- e. alcohol and tobacco
- f. personal toiletries
- g. fines for traffic and parking violations
- h. extra costs associated with travelling with a spouse
- i. extra costs incurred to change travel arrangements due to personal circumstances

Automobile expense rate of per kilometre is set annually according to Canada Revenue Agency guidelines at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnc/rtse-eng.html>.

When submitting expense claims the following guidelines should be followed:

- i. To be reimbursed, expenses must be claimed on a CUC Expense Form. Normally the claim must be supplemented by original receipts specifying GST/HST. Exceptions include:
  - a. Claims for automobile mileage, parking meters, urban mass transit, and tips, or other instances where no receipt is available.
  - b. Copies of personal phone bills and personal charge card statements may be submitted.
- ii. Claims for meals for more than one person shall specify who the other persons were and explain why their meal is being claimed. The following rates will be adhered to for meals (all taxes and gratuities are included in the rates) for a total of \$50/day.



- a. Breakfast: \$10-\$12
- b. Lunch: \$12-\$15
- c. Dinner: \$23-\$28

Without receipts, the maximum allowable for meals per day is \$45.

- iii. Reasonable expenses up to \$100 per claim when receipts are missing are reimbursed only with the approval of the Executive Director.
- iv. Requests for reimbursement should be made in a timely manner: within two weeks of the expenditure if possible, and in any case at least quarterly in order to allow an accurate accounting of total CUC expenses to date, and certainly before the end of each fiscal year.
- v. All travel, accommodation, meals and other purchases shall be made in economical fashion.

Normally reimbursement is made within fifteen business days after receiving the expense claim and receipts. The Executive Director has the discretion of final approval over all expense claims.

Please send your invoice detailing number of days of facilitation and travel, and all expense claims, with original receipts attached, to [bookkeeper@cuc.ca](mailto:bookkeeper@cuc.ca).

### **Compensation for facilitators**

CUC facilitators, engaged by CUC staff to facilitate learning opportunities for congregations and communities, are compensated in the following ways:

- Lay leaders: \$175/day
  - For each day or half day of facilitation
  - For one day of preparation
  - For each day of travel (under 4 hours one way = ½ day; more than 4 hours one way = 1 day)\*
- Ministers: \$225/day
  - For each day or half day of facilitation
  - For one day of preparation
  - For each day of travel (under 4 hours one way = ½ day; more than 4 hours one way = 1 day)

*Example of calculation:	1 day of preparation:	\$175
	1 ½ days of facilitation:	\$350
	Meals (1 breakfast, 1 lunch 1 dinner):	\$45
	2 days' travel (5 hours each way):	<u>\$350</u>
	Total	\$920