



ARCHDIOCESE OF REGINA

Policy Name:	Expense Allowance Recovery	Number:	S4-4
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
References:		Date Revised:	

Policy Statement: The purpose of this policy is to establish a uniform method of reporting, charging, reimbursing and accounting for employee business expenses.

- Procedure:**
- a) It is the employee's responsibility to acquire supervisor approval for expenses prior to the expenses occurring as per Policy S3-16—Travel and Use of Rented Vehicles. (Appendix L)
 - b) All claims for reimbursement must be accompanied by original receipts or other expense documentation and submitted to their immediate Supervisor within thirty (30) days of occurring the expense.
 - c) Immediate Supervisors must review the expense within seven (7) days of receiving the documentation.
 - d) If the expense is approved, documentation must be forwarded to the Archdiocesan accountant. If there are discrepancies in the documentation, the supervisor must discuss this within the employee with the seven (7) day period.
 - e) Expenses must be reimbursed by the Accountant within fourteen (14) working days of the receipt of the statement. (Appendix L)

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