

EXPENSE CLAIM PROCEDURES

GENERAL

- Expense claims are to be submitted to the Edmonton APEGA office within 30 days of incurring the expense.
- Descriptions of all items must provide full information.
- All items are to be supported by receipts where applicable.
- The current approved rate for automobile use reimbursement is \$.55/kilometre.
- Expense claims must be approved prior to processing:

By the relevant APEGA staff for Committee/Board members

By the Executive Director for APEGA staff

- The appropriate sub account number, name of committee or event is to inserted. See table below.

SUB-ACCOUNT LISTING

100	Executive Dept	452	Investigative Committee
102	Strategic Planning Committee	454	APEGA/AAA Joint Board
104	Governance Committee	456	Permits Administration
106	Geoscience Committee	458	Permit to Practice Seminar
108	Executive Committee	600	Internal Affairs Department
110	Council	612	APEGGA Education Foundation
112	Nominating Committee	650	Geosciences Department
114	Past Presidents Advisory Committee	652	RPT (Geol/Geoph) Committee
116	CEA	654	University of Calgary Student Liaison
118	Other Association	658	MRC Student Liaison Committee
120	Strategic Planning Session	700	Professional Development Department
122	Annual General Meeting	702	Human Resources Department
132	Council Meetings	714	Professional Development Days
134	Staff Pension Committee	720	APEGA Conference
136	Finance Committee	722	MIT Seminars
138	Audit Committee	724	Mentoring Program
140	Mobility Initiative	750	Member Services Department
144	Government Relations (2007)	752	Honours and Awards Committee
148	ASET	760	VPS/Salary Survey
150	Public Interest Issues Committee	764	Corporate Relations
200	Communications Department	265	Summit Awards
202	Communications Advisory Board	766	Life Members Dinner
204	Public Awareness Programs	767	Social Program - AGC
212	Trade Shows/Conference	768	Christmas Receptions/Cards
250	Deputy Registrar	770	Ring Workshop
252	Act, Regulations and Bylaws Committee	771	Fellowship Awards
254	Professional Practice Exams Committee	772	Member Induction
256	Appeal Board	774	University Students
258	Professional Practice Exams-Other Associations	776	Outreach
262	Ballot Counting Committee	780	Branch Executive Orientation
264	NCEES	781	Edmonton Branch
266	CCPG	782	Calgary Branch
268	CCPE	783	Central Alberta Branch
300	Registration Department	784	Fort McMurray Branch
302	Board of Examiners	785	Lakeland Branch
304	Professional Practice/Tech Exams	786	Lethbridge Branch
306	Professional Licensee Engineering Committee	787	Medicine Hat Branch
308	APEGGA/ASET Joint Bd of Examiners (P Tech)	788	Peace River Branch
350	Compliance Department	789	Vermilion River Branch
352	Enforcement Review Committee	790	Yellowhead Branch
400	Professional Practice Department	800	Administration Department
402	Discipline Committee	802	Calgary Office - Administration
404	Practice Standards Committee	850	Editorial Services Department
406	Practice Review Board	852	The PEG
408	Environment Committee	854	Annual Report
450	Corporate Affairs & Investigations	856	Website