

## EXPENSE CLAIM PROCEDURES

### GENERAL

- Expense claims are to be submitted to the Edmonton APEGGA 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 APEGGA staff for Committee/Board members

By the Executive Director for APEGGA staff

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

### SUB-ACCOUNT LISTING

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