

EXPENSE CLAIM



1500 Scotia One | 10060 Jasper Avenue NW | Edmonton AB T5J 4A2
PH 780-426-3990 TOLL FREE 1-800-661-7020 FAX 780-426-1877

NAME _____

MAILING ADDRESS _____

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SIGNATURE _____

DATE SUBMITTED _____

APPROVAL _____

Account					Div	Sub				Amount
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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 \$.45/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

100	Executive Dept	600	Internal Affairs Department
102	Strategic Planning Committee	602	Staff Benefits Committee
104	Governance Model Review Committee	604	Finance Committee
106	Geoscience Liaison Committee	650	Geosciences Department
108	Executive Committee	652	RPT (Geol/Geoph) Committee
110	Council	700	Professional Development Department
112	Nominating Committee	702	Human Resources Department
114	Past Presidents Advisory Committee	704	University Student Liaison-Edmonton
116	CEA	706	University Student Liaison-Calgary
118	Other Association	708	Iron Ring Workshop
120	Strategic Planning Session	710	Member Induction Ceremony
122	Annual General Meeting	712	Professional Development-University Students
132	Council Meetings	714	Professional Development Days
140	Mobility Initiative	716	Student Presentations
200	Communications Department	718	Student Mixers
202	Communications Committee	720	APEGGA Conference
204	Public Awareness Programs	722	MIT Seminars
206	Government Relations	724	Mentoring Program
208	Summit Awards	726	PD Events - Other
210	Science And Technology Outreach	750	Corporate and Member Services Department
212	Trade Shows/Conference	752	Honours and Awards Committee
214	Social Program-AGC	754	Permit To Practice Seminar
216	CCWest	756	Permits Administration
250	Deputy Registrar	758	APEGGA Education Foundation
252	Act, Regulations and Bylaws Committee	760	VPS/Salary Survey
254	Professional Practice Exams Committee	762	Resume Referral Service
256	Appeal Board	764	Corporate Relations
258	Professional Practice Exams-Other Associations	766	Life Members Dinner
260	Audit Committee	768	Christmas Receptions/Cards
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
350	Compliance Department	787	Medicine Hat Branch
352	Enforcement Review Committee	788	Peace River Branch
400	Professional Practice Department	789	Vermilion River Branch
402	Discipline Committee	790	Yellowhead Branch
404	Practice Standards Committee	800	Administration Department
406	Practice Review Board	802	Calgary Office - Administration
408	Environment Committee	850	Editorial Services Department
450	Investigations	852	The PEGG
452	Investigative Committee	854	Annual Report
454	APEGGA/AAA Joint Board	856	Website