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 \$.40/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 is to inserted. See table below.

Sub-Account Codes

COURTION COURTION COMPANDED	100 101	Administration Council	148 149	Vermilion River Branch Yellowhead Branch
103Registration202Strategic Planning104Compliance Department203Professional Practice/Technical Exams105Executive204Ring Ceremonies106Professional Practice205Member Induction Ceremony107Professional Development206Council Meetings108Communications208Continuing Competence109Deputy Registrar210VPS/Salary Survey110Special Projects211Resume Referral Service111Act, Regulations & Bylaws212The PEGG112Nominating213The Annual Report113Ballot Counting214Public Awareness Programs114Past Presidents Advisory215Government Relations115Specified Scope of Practice Task Force216Corporate Relations116Staff Benefits Committee218Summit Awards117Board of Examiners221District Meetings/Issue Forums119Professional Practice Exams Committee222Life Members Dinner120Enforcement Review Board225Science and Technology Outreach121Investigative226Trade Shows/Conference122Discipline227Website123Appeal Board228Christmas Receptions/Cards124Practice Review Board231Professional Development – MIT's125Practice Review Board231Professional Development – University126 </td <td></td> <td></td> <td></td> <td></td>				
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