

## *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**

100	Administration	148	Vermilion River Branch
101	Council	149	Yellowhead Branch
102	CCPE/CCPG	201	Annual General Meeting
103	Registration	202	Strategic Planning
104	Compliance Department	203	Professional Practice/Technical Exams
105	Executive	204	Ring Ceremonies
106	Professional Practice	205	Member Induction Ceremony
107	Professional Development	206	Council Meetings
108	Communications	208	Continuing Competence
109	Deputy Registrar	210	VPS/Salary Survey
110	Special Projects	211	Resume Referral Service
111	Act, Regulations & Bylaws	212	The PEGG
112	Nominating	213	The Annual Report
113	Ballot Counting	214	Public Awareness Programs
114	Past Presidents Advisory	215	Government Relations
115	Specified Scope of Practice Task Force	216	Corporate Relations
116	Staff Benefits Committee	218	Summit Awards
117	Board of Examiners	221	District Meetings/Issue Forums
119	Professional Practice Exams Committee	222	Life Members Dinner
120	Enforcement Review Board	225	Science and Technology Outreach
121	Investigative	226	Trade Shows/Conference
122	Discipline	227	Website
123	Appeal Board	228	Christmas Receptions/Cards
124	Practice Standards	229	APEGGA Education Foundation
125	Practice Review Board	231	Professional Development – MIT's
126	Environment	232	Professional Development - University Students
127	Joint Board of Practice		
128	Professional Development Committee	234	PD Days
130	University Student Liaison/Edmonton	235	Practice of the Professions - Eng 1
131	University Student Liaison/Calgary	236	Practice of the Professions - Eng 4
136	Communications Committee	237	Practice of the Professions - OOP
137	Summit Awards Committee	238	Practice of the Professions - Geo 4
138	Honours & Awards	240	Student Mixers
140	District Meetings/Edmonton	242	Professional Practice Exams - Other Associations
141	Calgary Branch		
142	Central Alberta Branch	243	Canadian Geoscience Standards Board
143	Fort McMurray Branch	244	APEGGA Annual Conference
144	Lakeland Branch	245	MIT Seminar
145	Lethbridge Branch	246	Mentoring Seminar
146	Medicine Hat Branch	247	Branch Executive Orientation
147	Peace River Branch	248	Mobility Initiative