EXPENSE CLAIM

ğ Page__ MAILING ADDRESS NAME

APEGGA	The Association of Professional Engineers, Geologists and Geophysicists of Alberta
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1500 Scotia One, 10060 Jasper Avenue Edmonton, Alberta T5J 4A2 Tel: (780) 426-3990 Fax: (780) 426-1877

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APPROVAL

SIGNATURE_

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, name of committee or event is to inserted. See table below

SUB-ACCOUNT LISTING

Departments

995 COPG 150 RPT (Geol/Geoph) 996 Internal Affairs 248 Mobility initiative 976 Ictitorial Services 255 Nat'la registration Task Force 98 Geoscience ***Events/Activities** 100 Administration 201 Annual General Meeting 101 Council 202 Strategic Planning 102 CCPE 203 Professional Practice Technical Exams 103 Registration 204 Ring Ceremonies 104 Compliance 205 Member Induction Ceremony 105 Executive 206 Council Meetings 106 Professional Practice 208 Continuing Professional Development 107 Professional Practice 208 Continuing Professional Development 107 Professional Practice 218 Centricular Referral Service 108 Communications and Public Affairs 211 Resume Referral Service 109 Deputy Registrate 212 The PEGG 109 De		Departments		
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