

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		
94	CCPG	150	RPT (Geol/Geoph)
95	Corporate & Member Services	248	Mobility Initiative
96	Internal Affairs	250	Advocacy Initiative
97	Editorial Services	255	Nat'l Registration Task Force
98	Geoscience		
99	Calgary Office		
100	Administration	201	Events/Activities
101	Council	202	Annual General Meeting
102	CCPE	203	Strategic Planning
103	Registration	204	Professional Practice/Technical Exams
104	Compliance	205	Ring Ceremonies
105	Executive	206	Member Induction Ceremony
106	Professional Practice	208	Council Meetings
107	Professional Development	210	Continuing Professional Development
108	Communications and Public Affairs	211	VPS/Salary Survey
109	Deputy Registrar	212	Resume Referral Service
110	Special Projects	213	The PEGG
		214	The Annual Report
		215	Public Awareness Programs
		216	Government Relations
111	Committees/Branches	218	Corporate Relations
112	Act, Regulations & Bylaws	220	Summit Awards
113	Nominating	221	Edmonton Association of Technical Societies
114	Ballot Counting	222	District Meetings/Issue Forums
116	Past Presidents Advisory	225	Life Members Dinner
117	Staff Benefits	226	Science and Technology Outreach
119	Board of Examiners	227	Trade Shows/Conferences
120	Professional Practice Exams	228	Website
121	Enforcement Review	229	Christmas Receptions
122	Investigative	231	APEGGA Education Foundation
123	Discipline	232	Professional Development- MIT's
124	Appeal Board	234	Professional Development - University Students
125	Practice Standards	235	PD Days
126	Practice Review Board	240	Student Presentations
127	Environment	242	Student Mixers
128	Joint Board of Practice	243	Professional Practice Exams - Other Associations
130	University Student Liaison / Edmonton	244	Canadian Geoscience Standards Board
131	University Student Liaison/Calgary	245	APEGGA Annual Conference
136	Communications	246	MIT Program
138	Honours & Awards	247	Mentoring Program
140	District Meetings / Edmonton	251	Branch Executive Orientation
141	Calgary Branch	252	Permit to Practice Seminars
142	Central Alberta Branch	254	PEGGasus
143	Fort McMurray Branch	255	Social Program - AGC
144	Lakeland Branch	256	Nat'l Registration Task Force
145	Lethbridge Branch	257	Permits Administration
146	Lethbridge Branch	258	Inclusivity Task Force
147	Medicine Hat Branch	259	NCEES
148	Peace River Branch		Insurance Task Force
149	Vermillion River Branch		
	Yellowhead Branch		