



## EXPENSE ALLOWANCE GUIDELINES

Expense allowances for Executive and designated individuals are as follows:

- Attendance at Executive meetings including AGM mileage will be paid at a rate of 0.3885¢/km travelled. Member must submit request for this allowance to the executive.
- Cost of all postage, telephone costs and stationery used for association business will be reimbursed, expense claim forms must be submitted to treasurer
- Any exceptional costs incurred in the operation of the Association may be submitted to the Executive for approval

Receipts must be submitted for all purchases and services. Travel monies must be requested, detailing dates and times of meetings and mileage travelled.

All requests for funds must be accompanied by an NSGNA expense claim form (copy in appendix) before approval.