SASKATCHEWAN COUNCIL
GIRL GUIDES OF CANADA

Expense Guidelines

1. All expenses must be authorized by the person responsible for the budget concerned. Amounts in excess of the budget must be approved by the Finance Committee and Executive.

2. Expense accounts are to be submitted within two months of the expenditure. Final accounts must be submitted by **December 10.**

3. Transportation should be by the most economical means and car pooling encouraged where possible. Anyone claiming mileage will list passengers. Mileage will be paid at a rate of 30¢ per kilometre or as per schedule, where applicable.

4. All receipts must accompany the expense claim with the exception of car travel and meals.

5. Meals: Breakfast - $7 Lunch - $10 Supper - $18
   In cases where all three meals can be expensed, then the maximum for the day is $35.

6. Council Meetings/Annual Meeting – Transportation, accommodation, meals and babysitting will be paid for:
   Provincial Commissioner
   Deputy Provincial Commissioner
   Area Commissioners or Deputy
   Elected Members
   Provincial Administrator
   Treasurer
   Secretary

7. DC Forum – transportation, accommodations, and meals will be paid for:
   District Commissioner
   Provincial Commissioner
   Facilitators
   Area Commissioners or deputy

8. Provincial Advisers Meetings – transportation, accommodation and meals will be paid for:
   Department Advisers
   Provincial Commissioner and/or a deputy Provincial Commissioner