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| <b>Policy Name:</b> | Expense Reimbursement | <b>Version Date:</b> | 13 June 2026 |
| <b>Policy No:</b>   | FIN-02                |                      |              |

## 1.0 INTRODUCTION

The Association of Professional Geoscientists of Nova Scotia ('APGNS' or 'Geoscientists Nova Scotia') has a legislated mandate, under the *Geoscience Profession Act*<sup>1</sup>, 2002, c.7, s.1, to regulate the practice of geoscience in Nova Scotia and to register professional geoscientists in accordance with the APGNS By-laws, policies and procedures.

This policy document is an addendum to the current Geoscience Profession Act and By-laws of the Association and reflects the currently accepted procedures. Where accuracy is critical, please consult the Geoscience Profession Act and the By-laws of APGNS.

## 2.0 PRINCIPLES

It is the policy of Geoscientists Nova Scotia to reimburse volunteers and staff for all reasonable expenses incurred while on Geoscientists Nova Scotia business, where prior authorization has been obtained.

Payment is limited to out-of-pocket expenses actually incurred as demonstrated through receipts and within the limits outlined below.

Those incurring expenses will have up to the end of the fiscal year (December 31) to file reimbursement from the date expenses occurred. Where expenses arise very close to year-end, Geoscientists Nova Scotia must be advised of the amount of the anticipated claim by December 31 so that an accrual may be made, with the completed claims to follow not later than January 15 in the following year.

It is also the policy to reimburse volunteers and staff for reasonable expenses incurred while hosting others while on Geoscientists Nova Scotia business, where prior authorization has been obtained. Prior authorization shall mean authorization that is provided by way of approval of the APGNS annual operating budget. Travel and hosting expenses that fall outside the approved budget will require special prior authorization at the appropriate level stipulated in the By-Laws. Approval for travel and participation by a Geoscientists Nova Scotia representative at an event where a third party agrees to cover all travel and related expenses will be at the discretion of the Executive Committee.

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<sup>1</sup> <https://nslegislature.ca/sites/default/files/legc/statutes/geosprof.htm> (January 2026)

### **3.0 EXPENSE GUIDELINES, COVERAGE, & LIMITS**

The following sub-sections identify APGNS expense guidelines, coverage, and limits:

#### ***3.1 APGNS Staff, Consultants or Agents***

### **3.2**

All reasonable expenses incurred while conducting Geoscientists Nova Scotia business will be reimbursed at cost. Travel will be conducted in the most economical and efficient means available and will be subject to approval by the delegated signing officer.

### **3.3 Councillors and Executive (Officers)**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed at cost. Economy class travel only will be considered for reimbursement. Partners' expenses will not be reimbursed except where a specific written invitation is extended by Geoscientists Nova Scotia which indicates that a Councillors partner's expenses will, in that specific instance, be reimbursed for attendance at a Geoscientists Nova Scotia meeting or event.

### **3.4 Committee Chairs, Committee and Task Force Members**

All reasonable expenses incurred while traveling on Geoscientists Nova Scotia business will be reimbursed under the same conditions as outlined above and as outlined for Councillors. Committee members are defined as all volunteers of Geoscientists Nova Scotia's Standing Committees (e.g. Admissions Board), committees and/or task forces/working groups.

### **3.5 Observers at Geoscientists Nova Scotia sponsored meetings:**

Travel costs for attendance at all Geoscientists Nova Scotia meetings by observing provincial representatives, other observers, and/or invitees are the responsibility of the observing entity or the individual observer.

Geoscientists Nova Scotia is not responsible for expenses incurred unless otherwise stated in writing to the group or individual.

## **4.0 TRANSPORTATION**

Travelers are encouraged to book advance purchase tickets to minimize costs. Geoscientists Nova Scotia appreciates all efforts to reduce travel and expense costs where possible. Proof of travel may be requested.

### **4.1 Air Travel**

Only the minimum requisite air travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.

a) Full economy airfare is the maximum amount payable for travel. Original travel vouchers for airline tickets are to accompany the expense claim form.

b) If purchased with a seat sale ticket, cancellation insurance or related costs are also eligible for reimbursement, if pre-approved. A voucher is required.

c) Checked and carry-on baggage fees are eligible for reimbursement

#### **4.2 Rail or Bus Travel**

Standard or Coach (siting) class fare for travel by rail or bus is the maximum amount payable. Original travel vouchers for train/bus tickets are to accompany the expense claim form.

#### **4.3 Automobile Travel – Taxis/Airport Limousine Service**

Fared or flat rate travel by taxi, airport limousine, ride-share service, shuttle is reimbursable. Limo travel will only be covered where fare taxi service is not available.

#### **4.4 Personal Vehicle**

Personal vehicles for APGNS business may be used when appropriate and overall economy is ensured.

- 1) Staff and volunteers who travel by personal vehicle may claim the Canadian Revenue Agency kilometric rates in effect at the time of travel. Dual use (personal /business) while travelling on APGNS business will share expenses equitably.
- 2) Travel to events in New Brunswick and Prince Edward Island by personal vehicle will be reimbursed at the current kilometric rate to a maximum of the equivalent advance booking air fare to the nearest airport plus the ground transportation cost to the event. A maximum of 5 hours drive, or 500 kilometres distance is recommended.
- 3) Geoscientists Nova Scotia is not responsible or liable for any costs or damages incurred above and beyond the rate per kilometre reimbursement. It is the responsibility of the individual volunteer to ensure that their vehicle is in good repair and has adequate insurance coverage for use of personal vehicles.
- 4) Additional travel expenses incurred because of the election to use a private vehicle may not be claimed unless the use of private vehicle is clearly justified.

#### **4.5 Rental Vehicle**

- 1) Volunteers may travel by rental vehicle when it is more cost-effective or efficient than air, train, taxis, or personal vehicles (e.g. short trips, or where sharing makes renting a vehicle more attractive), including where
  - taxi/ride-share or limousine service is not available or cost effective,
  - location of the meeting is not easily accessible via public transportation from a major airport,

- large quantities of materials are being carried to and from the meeting location by the traveler, or
  - In instances where it is more economical to use a rental vehicle instead of other means of transportation – i.e. short trips, or where sharing makes this alternative more attractive.
  - In instances where rental vehicle use facilitates access to lower cost accommodation and is thereby economically justifiable.
- 2) Where a rental vehicle is authorized, maximum reimbursement shall be for a standard size vehicle.
  - 3) Geoscientists Nova Scotia will reimburse for rental agency offered collision insurance and gasoline costs.
  - 4) Traffic violations incurred while traveling on Geoscientists Nova Scotia business are not eligible for reimbursement.
  - 5) Should travelers, due to personal preference, opt to rent a vehicle instead of using other means of transport, the maximum amount payable will be the equivalent of taxi fare to and from the airport to the meeting location.

#### **4.6 Parking, tolls and Tickets**

- 1) Reasonable parking and toll expenses when vehicle travel have been authorized will be reimbursed when accompanied by original receipts.
- 2) Traffic and parking violations imposed on the driver while travelling on Geoscientists Nova Scotia business are not eligible for reimbursement.

### **5.0 ACCOMODATIONS**

The following sub-sections identify hotel or other accommodation expense information:

Travelers will be advised when group rates are secured for meetings. Original hotel invoice should be attached to the expense claim.

Geoscientists Nova Scotia will reimburse for reasonable accommodations that reflect the purpose and circumstances when travelling.

- 1) In cases where volunteers select accommodations that exceed the room costs negotiated as part of the group rate, they shall be responsible to pay the difference in costs above the group rate, unless otherwise pre-approved.
- 2) If the traveler decides to reside in private accommodation, reasonable expenses will be reimbursed provided the overall expenses do not exceed the cost of hotel accommodation as secured through group rates, if applicable. When private accommodation is provided

to a volunteer without charge, a gift of appreciation other than cash to the host may be provided. The maximum value of such gift is \$50 per night. Receipts are required with explanation.

## **6.0 MEALS**

- 1) Reasonable expenses for meals while conducting Geoscientists Nova Scotia business, including taxes and reasonable tips will be reimbursed.
- 2) Receipts for all meal expenses incurred directly by the traveler must accompany the expense claim for reimbursement.
- 3) Meals included in the event, transportation, or accommodation fees will not be reimbursed.
- 4) Credit or debit card receipts may be submitted with the itemized vendor receipt to show the tip amount, if being claimed. Credit or debit card receipts submitted without the itemized receipt will only be reimbursed in extenuating circumstances.
- 5) Geoscientists Nova Scotia does not provide a per diem allowance.

## **7.0 HOSTING OTHERS**

It may be necessary or desirable for a Geoscientists Nova Scotia Staff or Volunteer to host and entertain others in connection with Geoscientists Nova Scotia business. Geoscientists Nova Scotia must pre-approve any expenditure over \$100 per day per event.

- 1) Geoscientists Nova Scotia will reimburse expenses directly incurred for hosting an event or entertaining others, provided all items are appropriately claimed with an accompanying itemized receipt.
- 2) Staff and Volunteers will not be reimbursed for alcoholic beverages purchased during an event unless it is pre-approved or as stated above.
- 3) In all instances of hosting, it must be clearly indicated on the expenses claim the names and affiliations of the individuals hosted and the purpose of the hosting activity.
- 4) Expenses for partners or guests of volunteers will not normally be reimbursed, unless as pre-approved by Geoscientists Nova Scotia.

## **8.0 APPROVAL AND REIMBURSEMENT OF EXPENSE CLAIMS**

- 1) All expense claims are initially examined by the Geoscientists Nova Scotia Treasurer for completeness and adherence to policy. Those submitting expense claims may be asked to complete, correct and/or clarify expense claim details. If expense claim items remain

unresolved, these items will be brought to the attention of the individual authorized to provide final approval of the expense claim.

- 2) The final authority for the approval of expense claims is any two of the President, Vice-President or Treasurer.
- 3) The President will have final approval if any issues arise within this approval process.
- 4) Expenses shall be reimbursed within 14 days of receipt of the approved expense claim when proper documentation has been provided as applicable. Incurred expenses shall also be reimbursed under a force majeure event such as global pandemic.
- 5) Claims should be made within 30 days of incurring the expenses. Geoscientists Nova Scotia will not reimburse claims received more than three months from the date the expenses were incurred.

**Approved by APGNS Council: 17 June 2026**

#### Review & Approval History

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