

**Number & Title:** FN3: Executive Expenditures Policy

**Effective Date:**

June 25th, 2020

**Approval Date:**

June 24th, 2020

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed every 5 years.

**Responsible Body:**

Finance Committee

**Designated Executives and Staff Members:**

Managing Director, VP Finance

**Authority:**

AMS Bylaw 5, Section 1(f)

**Purpose and Goals:**

This policy is aiming to replace the existing and outdated *Executive Smart Phones Policy*, *Alcohol Reimbursement Policy*, and *AMS Travel Policy*. By merging these three policies and updating them, this policy will reflect current practices and modernize decade-old regulations.

Therefore, this policy sets appropriate limits on executive spending and clarifies reimbursement practices.

This also assigns a responsible body and timeline to review and amend this policy as needed.

**Applicability:**

This policy applies to AMS Executives and certain Senior Managers incurring expenditures for official Society business.

**Exclusions:**

Travel expenditures arising from legal action involving the AMS, as well as expenditures from the Municipal Elections Fund, the Provincial Elections Fund, and the Federal Elections Fund shall not be deducted from the travel allowances discussed in this policy.

**Definitions:**

1. **Executive** means an Executive of Council including
  - a. The President;
  - b. The Vice-President Academic and University Affairs;
  - c. The Vice-President Finance
  - d. The Vice-President Administration;
  - e. The Vice-President External Affairs.
2. **Managing Director** means the permanent staff member outlined in Bylaw 10.
3. **Senior Manager, Student Services** means the permanent employee charged with overseeing the Society's student services and the Student Services Manager.
4. **Student Services Manager** means the student employee charged with overseeing the management and administration of Student Services.
5. **Events Manager** means the permanent employee of the Society charged with putting on concerts and other events
6. **Official Society Business** means the conduct of any work that is mandated by AMS Council and/or is necessary for the fulfillment of duties as set out by AMS Bylaw 5(3)(d) and the AMS Code of Procedure.

**Policy:**

## Executive Cell Phones

1. Executives are entitled to a cell phone bill subsidy of \$60 per month upon submission of the monthly bill to be fully or partially reimbursed.

## Acceptable Alcohol Expenditures

2. Each member of the Executive may be reimbursed for alcohol-related expenses incurred in one, some, or all of the following situations:
  - a. Entertaining government officials or members of the University administration at functions or events while on official Society business; or

- b. Participation at any other functions or events while on official Society business;
  - c. Purchasing alcohol for volunteer or staff appreciation functions
3. All alcohol-related expenses must be made within reason, and are subject to reimbursement at the discretion of the Vice-President Finance and/or the President.
4. Alcohol-related expenses may only be reimbursed when the specific situation is allocated for in the AMS Annual Budget

#### Executive Travel Regulations

5. Allocations for travel expenditures for Executives shall be limited to no more than \$3,000 each year for the purposes of conferences and professional development.
6. The Managing Director, Senior Manager Student Services, Events Manager, and Student Services Manager may be allocated an allowance annually in the AMS Budget to be determined by the Finance Committee.
7. Notwithstanding paragraphs (4, 5), Council may at its discretion authorize additional travel expenditures through the AMS Budget or by a separate two-thirds (2/3rds) Resolution.
8. Executives and Staff shall make their best efforts to obtain transportation at the economy rate and accommodation at reasonable rates.
9. Meals during travel shall be reimbursed at CA\$60 per day (US\$60 if travel is in the United States)
10. When travelling, Executives and Staff must make a reasonable attempt to purchase carbon offsets where available.
11. Expenses incurred while travelling must adhere to the following procedures to be eligible for reimbursement:
  - a. Expenses shall be reported within sixty (60) days of the end date of travel;
  - b. Incidental out-of-pocket expenses incurred may be claimed, with receipts being required for amounts over \$2;
  - c. Reasonable laundry and cleaning expenses may be claimed where business travel is in excess of three (3) consecutive days;
  - d. When available and reasonable, more economical alternatives to taxi transportation are to be utilized (eg. public transit, Uber);

- e. Personal telephone calls shall be limited to \$5 per three (3) days, to be renewed consecutively every three (3) days of travel.

12. Travel arising from the Municipal Elections Fund, the Provincial Elections Fund, and the Federal Elections Fund shall only be subject to regulations stipulated in paragraphs five (5) through eight (8) of this policy.

**Consultation:**

Consultation was conducted with the AMS Archivist, the AMS VP Finance, and the Finance Committee.

**History:**

This is a new policy, however it draws on elements of the existing *Executive Smart Phones Policy*, *Alcohol Reimbursement Policy*, and *AMS Travel Policy*.

**Related Policies:**

N/A

**Appendix/Appendices:**

N/A