

### **13. REIMBURSEMENT OF EXPENSES**

**13.1** Subject to the Association Travel Policy and Branch Travel Policy in the Policies and Procedures, a member serving the Branch in any capacity shall be reimbursed expenses necessarily and reasonably incurred in the conduct of the affairs of the Branch. If a conflict arises between Association and Branch Travel Policy, Association Travel Policy shall govern.

**13.2** Branch expense claims shall be submitted by invoice with receipts to the Branch Treasurer at any time. All travel expense claims made by members of the Branch Executive must be approved by the President of Branch BC05. For any year, all expense claims should be submitted by the final Branch Executive meeting (December) of that year.