Royal Astronomical Society of Canada (RASC)
Halifax Centre
Dedicated to the Advancement of Astronomy and Allied Sciences

G16: Policy Regarding Education and Public Outreach (EPO) Events Personal Expense Reimbursement

(Adopted September 30, 2025)

Background

The RASC Halifax Centre (the Centre) recognizes the enormous and valued contribution that volunteers make through the gift of their time. Centre volunteers may consider claiming mileage expenses that are incurred in the course of their volunteer activities.

Rationale

A clear and well-defined mileage reimbursement policy that defines what constitutes legitimate travel and the associated reimbursement procedures fosters transparency and minimizes confusion among volunteers. A transparent policy also promotes a sense of fairness among RASC volunteers, as everyone is reimbursed at the same rate.

The purpose of this policy is, when asked, to reimburse volunteers for the mileage costs incurred while carrying out Centre volunteer activity or business. *Policy G4: Policy Regarding Speaker Reimbursement for RASC Halifax Centre Events* provides the conditions for reimbursement for Speakers.

This policy covers reimbursement in the following areas:
1. General policies regarding reimbursement
2. Mileage Reimbursement

General Policies Regarding Reimbursement

A) Pre-Approval Process

1. All potential expense claims must be forwarded *before costs are incurred* to the President who in consultation with the Treasurer will ensure it is eligible and is in accordance with our policies. Ineligible claims will be rejected.

2. The information provided for approval is the date, purpose, location of the event and estimated return distance.

3. Only mileage expenses incurred on Centre business relating to education and public outreach (EPO) can be claimed. Expenses **will not** be paid for voluntary attendance at events where meals or accommodation are required.

B) Reimbursement Process

4. Approved expense claims must be submitted to the Treasurer within 1 month of being incurred to be eligible for reimbursement. Reimbursement beyond the 1-month period will be at the discretion of the Treasurer and will not be permitted without a valid reason, e.g., sickness.

C) Review of Rate of Reimbursement

5. The rate of reimbursement should be reviewed annually.

Policies Regarding Reimbursement for Mileage

The aim is to provide a cushion against rising fuel prices in a fair and consistent manner. The rate is subject to change.

1. The vehicle used must have insurance coverage.

2. Costs of maintenance and repairs of your vehicle, parking, parking fines, and traffic tickets cannot be claimed.

3. Mileage claims (form attached) must include the following information for each journey:
    a. the date of the trip,
    b. the purpose of the trip,
    c. starting location,
    d. destination, and
    e. total return distance.

4. Volunteers will be reimbursed at the rate of $0.25 per kilometre to a maximum of $75.00 per trip.

RASC HALIFAX CENTRE – EPO MILEAGE EXPENSE CLAIM FORM

Applicants must submit a completed Expense Claim Form accompanied with original receipts to the RASC Halifax Centre President within four weeks of completion of travel.

Please take time to complete the form clearly and accurately – errors/queries may delay reimbursement of the claim.

Email: president@halifax.rasc.ca

Mail: RASC Halifax Centre, Attn. President, PO Box 31011, Halifax, NS B3K 5T9

NAME: ____

Mailing Address: ____

____

Phone: ____________________________

DATE (year/month/day)	Purpose of trip	Starting Location	Destination	Total Return Distance (km)

Signature: ______________________________________ Date: ____________________