






CNS PROCESS TO SUBMIT EXPENSE CLAIMS
CNS-PS-13000-0001-R00
2023-04-21

REVISION HISTORY

Revision	Date	Details
00	2023-04-13	<ul style="list-style-type: none">• New document based on process information in the legacy policy document.

Submitted by: K. Stratton 	Reviewed by: D. Gammage 	Authorized by: Treasurer: 
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Related Documents

CNS PY-13000-0001

CNS Policy on Travel and other Expenses

CNS F-13000-0001

Expense Claim Form

This document must be reviewed by April 2026.

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Process to Submit Personal Expense Claims

1. Purpose

- 1.1. This document describes the process to submit personal expense claims for personal expenses while on CNS business.

2. Expense Report Approval Process:

2.1. Approval levels.

- 2.1.1. All expense claims require two approvals;

2.1.1.1. Conferences and Courses

- 2.1.1.1.1. The event Treasurer is typically the first reviewer and approver. The first approver will verify the accounting information (account number & Category number), the expense is budgeted, and that the claim is per policy.
- 2.1.1.1.2. The second level of approval is typically the Event Chair (Account Holder)
- 2.1.1.1.3. If the Event Treasurer is the author of the Claim, the Event Chair (Account Holder) will approve the Claim & the second level will be the Program Chair
- 2.1.1.1.4. If the Account Holder is the author of the Claim, the Event Treasurer will approve the Claim & the second level will be the Program Chair
- 2.1.1.1.5. The first approver is expected to send the claim promptly to the second approver.
- 2.1.1.1.6. Rejected claims will be returned to the Claimant.

2.1.1.2. Branches

- 2.1.1.2.1. The Branch Treasurer is typically the first reviewer and approver. The first approver will verify the accounting information (account number & Category number), the expense is budgeted, and that the claim is per policy.
- 2.1.1.2.2. The second level of approval is typically the Branch Chair (Account Holder)
- 2.1.1.2.3. If the Branch Treasurer is the author of the Claim, the Branch Chair (Account Holder) will approve the Claim & the second level will be the Branch Affairs Chair.
- 2.1.1.2.4. If the Account Holder is the author of the Claim, the Branch Treasurer will approve the Claim & the second level will be the Branch Affairs Chair.
- 2.1.1.2.5. The first approver is expected to send the claim promptly to the second approver.
- 2.1.1.2.6. Rejected claims will be returned to the Claimant.

2.1.1.3. Divisions and Committees (non-events)

- 2.1.1.3.1. The Account Holder is typically the first reviewer and approver. The first

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approver will verify the accounting information (account number & Category number), the expense is budgeted, and that the claim is per policy.

- 2.1.1.3.2. The second level of approval is typically the associated Business Center Owner (a member of the Executive)
- 2.1.1.3.3. If the Account Holder is the author of the Claim, the Business Center Owner will approve the Claim & the second level will be the Treasurer.
- 2.1.1.3.4. If the Business Center Owner or President is the author of the Claim, the Account Holder will approve the Claim & the second level will be the Treasurer.
- 2.1.1.3.5. The first approver is expected to send the claim promptly to the second approver.
- 2.1.1.3.6. Rejected claims will be returned to the Claimant.

2.2. Procedure:

- 2.2.1. Claimant fills out expense report per Appendix 1; ensure all fields are filled out correctly, print/PDF report and sign it. **Especially ensure the correct account information is provided: Account Number and Category Number.**
- 2.2.2. Claimant sends the following electronically in a single email to the first approver per 2.1.1.1.:
 - Excel Expense report
 - Signed (.PDF/.JPG/etc.) expense report
 - Scanned (.PDF/.JPG/etc.) receipts that are numbered to match receipt ID in the EXCEL report to provide basis of claim
- 2.2.3. Copy the following addressee for information:
 - The CNS office (cns_office@cns-snc.ca)
- 2.2.4. Rejected expenses will be returned to the claimant. The second approver will send approved expense reports to the CNS Accountant (amanda@blosser.ca) for processing and copy the Claimant for information.
- 2.2.5. The Accountant will verify that the Expense Claim is valid from an accounting aspect; i.e. the Account Number & Category Number are provided. The Accountant has no accountability to verify if the account and category numbers are correct, that the expense is budgeted or if the expense is per policy. If it is not valid, the Accountant will return the claim to the Account Holder. If Valid, payment will be processed according to the method identified in the Expense Claim and payment notification will be sent to the Account Holder, the Claimant and the CNS Office.

3. Appendix 1

- 3.1. The Expense Claim form, most up-to-date version is included on the CNS website. This form must be used for submitting all expense claims. Most of the form requirements are reasonably obvious; the following explanations cover additional aspects, notes are included in the form as a guide – these can be seen by hovering the mouse over associated cells of the Excel expense report:
- 3.2. Cells highlighted in gray are automatically calculated for office purposes only – please do not

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make any changes to highlighted cells.

3.3. Section 1 (Claimant Information):

- 3.3.1. Fill out your name, address, email address, report date, and select a payment method.
- 3.3.2. Payment methods available include cheque (will be mailed to the address on the expense report), and Interac e-transfer (will be emailed to the address on the expense report). To accept an e-transfer, the claimant must utilize online banking. Payments exceeding \$3000.00 will have to be processed in multiple transactions due to the limitations of the Interac system.

3.4. Section 2 (Claim Justification):

- 3.4.1. Select the account(s) that are represented on the expense form (maximum of four) and provide a brief rationale for the claims. All included accounts must be listed in this section.

3.5. Section 3 (Claim Details)

- 3.5.1. Include date that expense was incurred – one item per line
- 3.5.2. Include a brief description of the expense item
- 3.5.3. Select the appropriate account from the list
- 3.5.4. Select the appropriate expense Category and purpose from the lists
- 3.5.5. For mileage expenses (personal vehicle), include the number of kilometers, for non-mileage expenses this cell will include the voucher number. A voucher number (1, 2, 3,...) is to be applied to each receipt for tracking purposes.
- 3.5.6. Include the GST/HST-Free amount (amount of expense minus GST/HST). Note that mileage expenses do not incur GST/HST.
- 3.5.7. Include GST/HST amount on next column (this column is \$0.00 for mileage claims).
- 3.5.8. Include the total amount on the final column (this is the amount that will be reimbursed to the claimant).
- 3.5.9. Sign the report and submit for approval as per the guidelines in Section 2.