

#### Operational Procedure 14(c)(ii)(iii)

(ii) Professional Associations (PA) may qualify for their executive meetings expenses to be paid for if, at the end of their fiscal year, their financial assets are less than \$13,350. Meeting expenses will be paid for three executive meetings for a maximum of 8 executive members. NSTU expense guidelines will be followed for reimbursement. Any expenses that appear unreasonable will be subject to the approval of the Finance & Property Committee.

(iii) Professional Associations whose Financial Assets are less than \$13,350 in the previous year shall have costs for three executive meetings paid for by the NSTU. Any Professional Association experiencing undue hardship due to the implementation of the operational procedure may apply to the NSTU Provincial Executive for consideration of additional funding to deal with cost over-runs.

#### Guidelines:

- A professional association may request reimbursement of an executive meeting up to three (3) months after an executive meeting.
- A 'Meeting Reimbursement Request Form' must be submitted by the PA President with approval from the Treasurer. In the absence of the Treasurer, approval from an authorized signing authority will be accepted. The written request must include a list of all members that attended the executive meeting.
- Assuming that a Professional Association decides to host more than three (3) executive meetings in a fiscal year, the Professional Association can decide on which three (3) meetings they decide to have reimbursed.
- Only expenses approved, received and submitted at the refund request date will be reimbursed by the NSTU. Meeting expenses received after the refund request date will not be refunded.
- The NSTU will reimburse expenses prior to determination of year-end net assets. In the event, that the net assets exceed \$13,350, then the PA must reimburse the expenses for that meeting.