



## Communication Reimbursement Policy

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This policy recognizes the importance of communication in conducting the day to day business of the FSA, and the impossibility for certain of the executive to conduct all FSA business during their regular office hours at the university.

The FSA will provide a communication allowance in the amount of \$20.00 per month for internet connection, printing supplies, postage, and other office-related expenses for the following members:

1. FSA office staff and members of the executive such as the president, vice presidents, chief negotiator, contract administrators, communications chair, and the non-regular employees rep who **regularly** communicate in order to perform timely discharge of their duties of office.
2. FSA members who, in a volunteer capacity, face similar demands, during their time in service for the FSA. (For instance, this may include certain subcommittee chairs during contract negotiations).

Reimbursement does not extend to anyone beyond the period in office or in service, or beyond such time as regular communication is demanded as a duty of the office or volunteer task.

Application for reimbursement should be made by the member using an FSA expense claim form. Receipts for reimbursement may be requested by the Finance and Administration Committee. Expense claims may be submitted quarterly or biannually, as advised by the FSA office. If required, member eligibility shall be verified and approved by the Finance & Administration Committee.

*Approved by the FSA Finance Committee: September 15, 2014*  
*Approved by the FSA Executive Committee: November 20, 2014*