



## FPSE Subcommittee Budget Allocation Policy

---

An amount of \$1,000 each will be budgeted annually specifically for the following FPSE subcommittees:-

- Status of Women
- Human Rights & International Solidarity
- Non-Regular Employees

The elected representatives of each committee will be required to put in a request in writing to the Finance & Administration Committee to access the funds. The request should clearly state the purpose of the funds and be supported by relevant documents (such as quote of costs). Additional funds may be available through a written request to the FSA Finance Committee.

The funds, if approved, may be used for replacement costs, costs incurred to organize an event, etc. FSA should be recognized at all events organized by these committees. Original receipts and other documents should be submitted to the FSA office after the event. Amount spent (after deducting the admission fees or other revenues received, if any) less the paid out amount should be refunded to the FSA in form of a cheque or cash.

It is however recommended that the representatives book or pay for any committee costs via the FSA office.

Where requests are made to follow a practice inconsistent with the policy of the FSA or where interpretation of the policy is required, those requests should be made to the Secretary-Treasurer to be considered by the Finance Committee. Whether or not the unusual expenses are reimbursable will be assessed in light of the Society's objectives specified in the FSA Constitution.

*Approved by the Executive on October 24, 2013*