



# Expense Reimbursement Best Practices

SUN Provincial would like to remind Locals and SDCs of a few key practices and processes as per Membership Policy 046-M-2007.

- Any expenditure, whether they be for member funding or operational expenses, must be supported by Local/SDC bylaws and/or policies.
- The 4-part carbon copy or electronic SUN Expense claim forms are for the use of SUN Provincial for expense reimbursement and are not for Local or SDC use.
  - An Expense Claim form and funding guidelines for Local and SDC use have been developed and placed on SUN's website.
  - Please bookmark the following URL for your convenience:  
<http://sun-nurses.sk.ca/member-resources/leadership/treasurers>
- All Local and SDC payroll and honorariums are required to utilize the SUN Request for Member Payment form, or a version developed by the Local or SDC for this purpose.
  - A template has been attached for your reference and can be found on SUN's website.
  - Please bookmark the following URL for your convenience:  
<http://sun-nurses.sk.ca/member-resources/leadership/treasurers>
- All requests for member payment must come with the appropriate Request for Payment form and requires three (3) signatures of approval before the request will be processed; cannot be signed by the recipient of the payment.
  - NOTE: A TD1 (federal and provincial) must be on file for a payment to member(s) to take place.
  - It is suggested that you check with the Accounting Department at SUN Provincial as to whether or not your member requesting payment requires a TD1 form.
  - Current copies of the federal and Saskatchewan TD1 forms can be downloaded at [www.canada.ca](http://www.canada.ca)
- Once processed, the accounting department will send an invoice to the Local or SDC for the amount due inclusive of a processing fee.
- Once the invoice has been paid cheques will be issued to the member(s).
- Remember that all requests must be made prior to Nov 15th to ensure payment before Dec 31st This deadline is strictly enforced.
- Forms may be faxed, scanned and emailed, or mailed into the SUN Accounting Department. If you are using standard post, remember to keep a copy of your request and make note of the date mailed.
  - Email to: [accounts.payable@sun-nurses.sk.ca](mailto:accounts.payable@sun-nurses.sk.ca)
  - Mail to: 2330 2nd Avenue, Regina, SK S4R 1A6

If you have questions regarding the information provided above, please contact Denise Dick, SUN First Vice-President, or Lorna Bingaman, SUN Accountant, in our Regina Office at 800.667.7060.