

**2.8 EMPLOYEE/CONTRACTOR EXPENSES****INTENT:**

**LICA employee(s)/contractor(s) may incur expenses and may travel for LICA business.**

**2.8.1 DIRECTIVES:**

- 2.8.1.1** LICA employee(s)/contractor(s) are reimbursed for personally incurred office or travel expenses, unless otherwise specified in employment/service contracts.

**2.8.2 IMPLEMENTATION:**

- 2.8.2.1** Employee(s)/contractor(s) will submit an expense claim, with original receipts and preapproval for reimbursement of expenditures.
- 2.8.2.2** Reimbursement of travel expenses for employee(s)/contractor(s) will be paid according to Policy 2.7 *Board and Committee Expenses and Remuneration*.

Review Dates: August 25<sup>th</sup>, 2004, Sep 2006, May 2009; June 26, 2017; May 21, 2019; September 5, 2023;  
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Approval Dates: January 24<sup>th</sup>, 2002, Sep 27, 2006; May 28, 2009; September 7, 2017; June 13, 2019; October 6, 2023

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**Operational Policy: Finance Policy 2.8 - Employee/Contractor Expenses**