

North West Territories Judicial Internship

Guidelines for Reimbursable Expenses

1. Scans/photos of receipts for your expenses should be sent monthly to:

[Stacey Marion](#)
[Clinical & Experiential Learning Coordinator](#)
2. Reimbursable expenses are as follows (but not limited to):
 - Rent
 - Hotel Accommodations (when traveling with the Court)
 - Groceries
 - Flights / Taxis
 - Meals (occasional dining out when necessary)
 - Specific items of reasonably priced clothing (parka, ski-pants, gloves, boots etc.)
3. Non-Reimbursable Purchases are as follows (but not limited to):
 - Cash-back portion of purchases made
 - Fitness Classes
 - Souvenirs
 - Tickets for Tourist Attractions
 - Alcohol
4. When sending receipts, please include the full receipt. For example,
 - when dining out, send the full receipt that shows what was purchased, not just the debit portion of the sale. Accounts Payable wants to be able to check for alcohol purchases.
 - when purchasing clothing, send the whole receipt listing what was purchased, not just a tag off the coat, a debit receipt, or a credit card charge.
5. An Excel spreadsheet is a helpful tool for tracking your expenses. An Expense Tracking spreadsheet was provided via email. Please use only one sheet - do not use separate tabs for each month. This will help to ensure accurate tracking. Also, please track your expenses in chronological order by the receipt date (oldest to newest). The updated spreadsheet should accompany your monthly package of receipts.
6. The amount of money available to cover your expenses is \$8,000. Use it wisely! This amount includes your flights as well as other expenses throughout your stay in the NWT.
7. The cost of your initial flight to the NWT (return ticket) is included in the \$8,000.
8. The cash advance will be split up into 3 installments (\$2,500 + \$2,500 + \$3000), which will be sent to you via direct deposit roughly 1 month apart during the course of the term.