

## BOARD POLICY



**POLICY: GP 11**

**SUBJECT: TRUSTEE EXPENSES**

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### POLICY STATEMENT

The Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence and accountability with respect to decisions and practices. The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role. Therefore, Trustees shall be reimbursed for travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a trustee, in compliance with provincial directives related to expense reimbursement.

#### Travel

- a. The Board will reimburse travel expense at the rates shown in Appendix D for travel to attend a regular or special meeting of the Board or an official committee meeting, where attendance is recorded and minutes are kept, and Board approved functions.
- b. A Chair or Vice-chair attending meetings in their official capacity may claim mileage.

#### Conference and Workshop Expenses

- a. The board will annually include in the board's budget an allowance for each trustee to attend conferences and workshops.
- b. Allowances may not be transferred among trustees.
- c. Each trustee shall decide which conferences and workshops they will attend and may claim reimbursement of expenses within the limits of their allowance.
- d. Attendance at out of province conferences or workshops requires Board approval in advance.

#### Other Expenses

- a. Any other extraordinary or unusual expense that a trustee feels should be paid by the Board must be submitted to the Chair of the Board with a written explanation to support the request. The Chair of the Board must present the request and the written explanation to the Board as a whole for approval of payment.
- b. The Board may approve in budget a supplementary allowance to cover expenses relating to ex-officio functions of the Chairperson and/or the Vice-Chairperson.
- c. Hospitality and alcohol expenses are not reimbursable. Under appropriate circumstances, the Chairperson of the Board may approve requests for reimbursement. Those circumstances may include, but are not limited to special celebrations (inaugural meeting and events involving dignitaries). These circumstances must be approved in advance by the Board.
- d. Costs incurred for attendance at meetings through electronic means, and for long distance telephone charges incurred while engaged in Board-related business, shall also be reimbursed.
- e. On completion of a board member's tenure on the board, all board issued equipment, property, or access codes, including but not limited to computers, secure portal, and swipe-keys, shall be returned in accordance with Administrative procedures used for staff.

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## Approval of Expenses

Please refer to **Appendix D** for details on claim reimbursement.

- a. Monthly travel expense claims shall be submitted to the Executive Superintendent of Corporate Services or designate for processing and to the Chair for approval.
- b. Should any expenses be submitted that do not clearly fall within this policy, the expense claim will be denied.
- c. Any expense claims of the Chair must be approved by the Executive Superintendent of Corporate Services or designate.
- d. Expenses for a group can only be claimed by the most senior position present – expenses cannot be claimed by an individual that are incurred by their approver (i.e. Chair).
- e. An annual report of trustee expenses will be received by Trustees from the Executive Superintendent of Corporate Services, and posted on the Board’s website.

## Where an expense claim is denied

- a. When a trustee’s expense claim is denied, the trustee will be informed of the reason by the Chair.
- b. If the trustee disagrees with the denial, the trustee may bring the matter to the next regular meeting of the Board of Trustees for a decision. In making their decision, the Board of Trustees will determine whether or not the denial is consistent with the terms of the Board Policy.

<b>Monitoring:</b> May	<b>Method:</b> Internal	<b>Frequency:</b> Annually
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<b>Original Approval Date:</b> 2007 06 26 (NPS 83-08)	<b>Effective Date:</b> 2023 06 28
<b>Revision Date(s):</b> 2010 01 26 (NPS 11-10) 2018 05 29 (NPS 69-18) 2012 01 31 (NPS 10-12) 2019 06 25 (NPS 82-19) 2013 06 25 (NPS 102-13) 2022 03 29 (NPS 67-22) 2014 04 29 (NPS 72-14) 2023 06 27 (NPS 63-23)	<b>Review Date(s):</b> 2016 05 31 2021 05 25 2017 05 30 2021 10 04 2018 05 29 2022 02 24 2019 05 28 2022 05 31 2020 05 26 2023 05 30

Handwritten signature of the Chair of the Board.

Chair of the Board

Handwritten signature of the Secretary of the Board.

Secretary of the Board

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## Trustee Expense Claims Administrative Procedures

### Receipts

All claims for reimbursement are to be accompanied by original receipts, including original credit card slips, and the original bill/invoice providing details of the expense.

### Conference & Workshop Fees

Whenever feasible, registration fees will be paid by the board upon submission of a registration form. Advance discounts should be realized on registration fees where possible.

Conference and workshop registration expenses must be supported by a detailed registration package providing dates and details of meals included.

### Transportation

Travel shall use the most practical method to suit the occasion. Travel by car will be at the current rate for kilometer (2022 = \$0.52/km) and air travel will be reimbursed up to Economy Air Fare or equivalent. Rental car costs and associated gas expenses will be reimbursed, and use of a rental car are encouraged when they are less than the kilometrage reimbursement. Carpooling to common destinations should be used where possible.

#### Included:

- Toll charges (e.g. 407 ETR) will be reimbursed upon receipt of invoice.
- Parking may be claimed if travel by car.
- Taxis, where travel was not by car.

#### Excluded:

- Traffic or parking violations
- Costs of damage to personal vehicles including insurance deductibles will be the responsibility of the claimant.

### Accommodations

Accommodation costs will be reimbursed at the actual cost of standard hotel rooms, using group conference rates or government rates if possible. The actual cost of standard hotel rooms, excluding all personal charges as follows:

#### Included:

- Business telephone calls and faxes
- One reasonable personal phone call home per day
- Internet charges for business purposes, where applicable
- Room service, subject to meal allowance provisions
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#### Excluded:

- Room upgrades
- In-room mini bar, water & snack purchases, and sundries
- Movies and game rentals, and charges for fitness facilities

## Meals

Meal costs will be reimbursed as shown below if they are not included in a registration fee or provided by the Board.

Full Day Allowance – Maximum \$65 per day excluding gratuities.

Part Day Allowance – Individual meals may be claimed as follows:

- Breakfast: \$12 per day excluding gratuities
- Lunch: \$18 per day excluding gratuities
- Dinner: \$35 per day excluding gratuities

Gratuities may be claimed up to 15% of the meal costs.

A separate receipt is required for meals charged to a hotel room.

Exclusions: Reimbursement for alcohol is not permitted.

## Family Member

Costs associated with a family member accompanying a Trustee shall be at the Trustee's own expense.

## Submission Reporting Details

Claims for reimbursement shall be submitted on an Expense Claim Form provided by administration and submitted to the Business Department within one month of returning from a function.

- Original reimbursement forms with the original signatures are to be submitted (no faxes or photocopies).
- The purpose of the claim must be stated with sufficient details to explain the expenses.
- Original receipts are required.
- All amounts are subject to budget restrictions set annually by the board.
- Claims that are not in compliance with this policy will not be reimbursed.