



## Board Governance Policy Manual

<b>POLICY CATEGORY:</b> GOVERNANCE/ BOARD PROCESS	<b>POLICY NUMBER:</b> B11
<b>POLICY TITLE:</b> EXPENSE REIMBURSEMENT	<b>EFFECTIVE:</b> OCT. 12/05
<b>LAST REVISED:</b> APRIL 8/15	<b>REFERENCE (MOTION):</b> 374.O.8.1 (EST.OCT.2005)

### PURPOSE

In accordance with the *Ontario Colleges of Applied Arts and Technology Act, 2002*, Governors serve on the Board without remuneration; however, members of the Board of Governors may be reimbursed for reasonable travel, temporary accommodations and meal expenses while engaged in Board business. This policy outlines procedures related to the reimbursement of such expenses.

### APPLICATION AND SCOPE

This policy applies to all members of the Board of Governors.

### PRINCIPLES

1. Board members may be reimbursed for the following expenses, if they are reasonable and relate to Board business:
  - a. pre-approved travel consistent with the "Travel Expense and Hospitality Policy" for College staff;
  - b. Meals and accommodations; and
  - c. Pre-approved conferences and meeting expenses.
2. Expense Claim forms are to be obtained from and returned to the Board Executive Assistant.
3. Reimbursement for expenses will be based on actual costs that are supported by original itemized receipts and are within the rules established by the College's "Travel Expense and Hospitality Policy." In general, claims without a receipt will not be reimbursed. Cred card statements or debit card receipts do not qualify as original itemized receipts.

4. The Executive Assistant will forward properly completed Expense Claim Forms to the Chair for approval. Properly completed expense claims submitted by the Chair will be forwarded to the Vice Chair or Treasurer.

## **MONITORING**

Board members' expenses will be reviewed annually, according to the system established by the Board through the Audit, Finance & Infrastructure Committee.

### **POLICY REVIEW DATE:**

**April 2018**