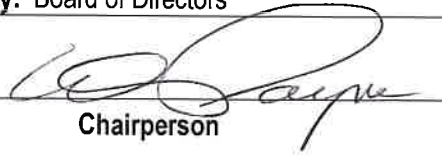


Policies and Procedures

Section: Governance	Policy Number: 2018-01
Subject: Travel and Related Expenses	Effective Date: November 12, 2018
Approved by: Board of Directors	


Chairperson

Feb 11 / 19
Date

Travel and Related Expenses

Purpose

The purpose of this policy is to set out arrangements for the Algoma NPLC to cover costs for board members' travel and other board related activities.

Policy

The organization will pay all normal and reasonable expenses for board members who must travel due to board related tasks and activities, when the board – prior to spending – has approved expenses these expenses at a board meeting. Reimbursement is contingent upon a properly completed and approved expense report (see attached). Receipts are necessary for all expenses turned in on your expense report.

Authorization for Travel

The board of directors must authorize with a motion all travel for business purposes and professional development that will be reimbursed to the board member by the NPLC.

Automobile

Directors who are required to use their own vehicle while on board business shall be reimbursed on the basis of a claim according to a per kilometre traveled rate. The rate is \$0.47 per kilometer or current provincial rate, whichever is higher.

Transportation

For travel by other means than a personal automobile, the NPLC shall pay the equivalent of an economy class fare (air, train, ferry, or bus) and, in the case of an automobile rental, the "contact" rate.

Meal Expenses

Directors who are traveling on board business may claim the actual cost, (including any applicable sales tax) of the meal. Alcohol will not be reimbursed.

Tips and gratuities will be reimbursed up to a limit of 15% of the value of the goods and service. The daily maximum rate for meals is \$50.00

Policies and Procedures

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Accountable Travel Expense

The Director must substantiate any travel expenses by submitting receipts for any allowable expenses paid during such travel. Claims for travel expenses must be made on the appropriate form and approved by the Chair.

Hospitality and Entertainment

Hospitality expenses may occur when hosting a business associate to a meal when necessary and for legitimate business reasons. All such expenses can only be paid if prior approval has been given by the leadership team

Accommodations

When a Director is required to be away overnight on board business, he/she will be reimbursed for a standard single room by the NPLC. The employee should first pay for such accommodation expenses by cash or personal credit card.

Other Expenses

Reimbursement will be made for all business expenses and for other miscellaneous expenses incurred, including taxi fare, airport transfer, parking charges, etc.

In-town Expenses

Meal expenses for Directors who are not on travel status (out-of-town) will only be allowed when such expenses are incidental to conducting board business or are expenses incurred while in attendance at seminars, workshop, etc.

The Chair/Board of Directors reserves the right to deny any expense claim or partial claim that is not reasonable or does not fall within the requirements of standard board business.

Policies and Procedures

Section: Governance	Policy Number: FORM2018-01
Subject: Expense Report – Director Reimbursement	Effective Date: November 12, 2018

Expense Report – Director Reimbursement

Name:	Date(s) of Travel:	
Purpose:	Date(s) of Meeting:	
Expenses	Details	Amount
Transportation (include receipts)	<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other	\$
	<input type="checkbox"/> Air <input type="checkbox"/> Taxi <input type="checkbox"/> Rental car <input type="checkbox"/> Other	\$
Personal Vehicle	Total Mileage	\$
Lodging (include receipts)	Location	\$
	Location	\$
	Location	\$
Meals (receipts required)	(Not to exceed \$50 /day or \$25 /half day)	\$
	(Not to exceed \$50 /day or \$25 /half day)	\$
	(Not to exceed \$50 /day or \$25 /half day)	\$
	(Not to exceed \$50 /day or \$25 /half day)	\$
Conference fees (include receipts)	Purpose :	\$
	Purpose :	\$
Other (include receipts)	Purpose : Course Fee	\$
	Purpose :	\$
	Purpose :	\$
	Subtotal	\$
	Total amount owing to employee	\$
Director Signature:		Date:
Approved by Chair/Board/Admin Lead:		Date: