

Policies and Procedures

<b>Section:</b> Governance	<b>Policy Number:</b> 2018-01
<b>Subject:</b> Travel and Related Expenses	<b>Approved by:</b> Board of Directors
<b>Original Effective Date:</b> November 12, 2018	<b>Revision Dates:</b> Feb. 11, 2019

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Chairperson

Date

## Travel and Related Expenses-Draft

### 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 such as transportation, accommodation and food, for board members who must travel due to board related tasks and activities, when the board – prior to spending – has **approved these expenses** at a board meeting. Reimbursement is contingent upon a properly completed and approved expense report (**omit see attached and add see Report under Forms in Board Manual**). Receipts are necessary for all expenses (**omit turned in on your and put included on the) included on the** 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 **Algoma** NPLC.

### (Omit 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

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

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**If an automobile is required, rental (economy fare) and insurance fees will be reimbursed.**

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

Meal Expenses

Directors who are traveling on board business may claim **meals including any applicable sales tax.**(**Omit** the actual cost, (including any applicable sales tax) of meals.) Alcohol will not be reimbursed. **The daily maximum rate for meals and** tips and gratuities will be reimbursed up to a limit **acceptable by the Board as described on the Expense Report.** (**Omit** of 15% of the value of the goods and service. The daily maximum rate for meals is \$50.00.)

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 **Chair. If the Chair is incurring the expenses reimbursement approval would be given by the Vice Chair.**

Accommodations

When a Director is required to be away overnight on board business, (**omit he/she and use they** )will be reimbursed for a standard single room by the **Algoma** NPLC. The (**omit** employee) **director** 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 **reasonable** miscellaneous expenses incurred, including taxi fare, airport transfer, parking charges, etc.

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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.