

Travel and Expense Policy

Travel External to Board Jurisdiction

The Board will approve all travel for Board members external to the area of jurisdiction through a resolution at a Board meeting prior to the travel or as part of the annual budget process.

In the event that a function is taking place where a Board member is required to travel before a Board meeting, the request shall be reviewed at the next scheduled Executive Committee Meeting. If the event is occurring prior to the next Executive Committee, the Board Chair shall review the travel request and the purpose of the function. The Board Chair shall make the decision to approve the travel request. Any requests approved by the Executive Committee or by the Board Chair are brought forward for resolution to the next scheduled Board meeting.

Procedure:

1. The Board will obtain documentation regarding the event or function outside of the Board jurisdiction.
2. The CAO consults with the Board Chair of any relevant committee regarding the event or function, the purpose, the benefits of attending, and who the most appropriate Board representative is to attend.
3. If the travel was not approved as part of the annual budget, the Board Chair will speak to any questions raised at the Board meeting.
4. The Board votes on the request.
5. In the event that the event or function occurs prior to the next regularly scheduled Board meeting, the CAO brings the request and the rationale to the next regularly scheduled Executive Committee meeting for review.
6. The Executive Committee decides on the merits of approval of the request. Their recommendation is brought to the next scheduled Board for resolution with appropriate supporting documentation.

Approved January 2018

1. If the Executive Committee is not scheduled to meet, the CAO and/or the Board member who may be travelling contacts the Board Chair. The information about the event, associated costs and the rationalization for attendance is provided to the Board Chair. The Board Chair decides on the status of approval.
2. The Board Chair's decision is brought forward at the next scheduled Board meeting for resolution with appropriate supporting documentation.

Travel within Board Geographic Jurisdiction

For travel within the Board's area of jurisdiction, Board members shall submit a mileage claim (appendix) to be reimbursed for costs of travel at approved rates or in accordance with Board approved rate. When attending a meeting or function within the jurisdiction, Board members are to retain receipts and submit them to the Executive Assistant for reimbursement of actual costs.

The Executive Committee members may utilize the Board credit cards to cover meal costs associated with Board business. This would include lunch meetings and supper meetings.

Reports from Conferences and Meetings

When a Board member attends a conference or meeting on behalf of the Board, they will provide a written or verbal report on the event at the next scheduled Board meeting.