

NUMBER: 013

SECTION: BRD

**SUBJECT: BOARD MEMBER TRAVEL EXPENSES**

**MOTION#:** 04-11-13

**DATE:** Nov. 18, 2013

**CHAIRPERSON:** *Margaret Quelit* **DATE:** *Dec 9/2013*

**EFFECTIVE DATE:** December 21, 2009

**REVISED**

**REVIEWED:** June 06, 2011; Oct. 28, 2013;

**PREAMBLE:** This policy is issued for the purpose of establishing the conditions under which travel on St. Anne Centre Board of Directors business may occur and conditions for request of financial reimbursement.

**CONTENT:**

1. A Board member may elect to be reimbursed for use of his/her personal motor vehicle while on St. Anne Centre Board of Directors business on the basis of the provincially approved rate per kilometer traveled (Provincial Rate .4366 cents/km).
2. A Board Member traveling on St. Anne Centre business and utilizing his/her personal motor vehicle shall maintain motor vehicle insurance, both pleasure and for traveling on St. Anne Centre business. It shall be understood and agreed by all Board Members that the degree of responsibility or liability with respect to the use of a personal motor vehicle on St. Anne Centre business shall be that of the Board Member.
3. Overnight Trips  
A Board Member on travel status on St. Anne Centre Board of Director business who is away overnight from his/her principal residence shall be reimbursed for reasonable cost for daily meals at the provincial rate (Breakfast = 8.00; Lunch= \$14.00; Dinner = \$20.00). When the return to the principal residence on the last business day is prior to 7:00 p.m., no reimbursement will be made to the employee for dinner. Receipts must be submitted for cost (s) of overnight accommodations.
4. A Travel Expense Claim Form (SAC-BRD -001) must be completed. Required supporting documentation must be attached. Travel Expense Claim Forms must be submitted directly to the Treasurer for verification/approval.
5. This policy does not apply to attendance at Regular Board Meetings.