



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

NUMBER: 013
SECTION: BRD

SUBJECT: BOARD MEMBER TRAVEL EXPENSES	
MOTION #:0605-2019	DATE OF MOTION: May 20, 2019
CHAIRPERSON: <i>Eugene Sauer</i>	DATE SIGNED: <i>June 17/19</i>
EFFECTIVE DATE: December 21, 2009	REVISED DATE:
DATE REVIEWED: March 2019	

PURPOSE

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.

POLICY

This policy outlines the process to be used by Directors to be reimbursed for expenses while on St. Anne Centre business.

PROCEDURE

1. A Board member may elect to be reimbursed for use of his/her personal motor vehicle whole on St. Anne Centre business on the basis of the provincial government approved rate per kilometers traveled.
2. A Board member traveling on St. Anne Centre business and utilizing his/her personal motor vehicle shall maintain motor vehicle insurance, for both personal use 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 traveling 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 government rate. When the return to the principal residence on the last business day is prior to 7:00 PM, no reimbursement will be made to the Board member for dinner. Receipts must be submitted for cost(s) of overnight accommodations.
4. A Travel Expense claim form (SAC-BRD 001) must be completed. Requires 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.