



Policy and Procedures: Travel & Expense Reimbursement Policy

File Category: Administration/Policy and Procedures

Original date policy adopted: November 9, 2015
Date policy amended: n/a

Resolution: CF55-2015

BACKGROUND AND PURPOSE:

The Corporate Governance Policy recognizes that the Cascade Lower Canyon Community Forest General Partner Corp (CLCCF) may cover direct costs incurred by Directors doing Board business. Directors are not paid a wage but it is recognized that they should not be expected to pay for related costs of being a Director. This policy provides guidelines regarding reimbursement and payment of travel, meal, hospitality and other expenses and allowances.

TRAVEL & EXPENSE REIMBURSEMENT POLICY

- 1) When engaged directly doing Board business, Directors may invoice the CLCCF for certain expenses, as long as these expenses are not also being reimbursed or paid for by another organization, such as the Director's employer.
- 2) Invoices are to be submitted no more than once per month and are to contain sufficient detail and related receipts, customary to normal business invoicing.
- 3) Invoicing for expenses in a fiscal year, up to March 31, are not to be dated for the following fiscal year and are to be submitted within a month of fiscal year end.
- 4) Approved categories of expenses are:
 - a) Mileage in the Director's personal vehicle: \$0.55 per kilometer (current CRA allowance).
 - b) Actual meal expense up to the following maximums (including tip): Breakfast up to \$15.00; Lunch up to \$20.00; Dinner up to \$25.00. If no meal receipt is submitted, the amount paid will be 80% of the maximum.
 - c) Incidental expense: for each night away, an amount of \$20.00 may be claimed, no receipts necessary, to recognize incidental and minor costs that occur while away.
 - d) Travel purpose and costs, particularly for accommodation are to be generally approved in advance by the Board. If the costs are not known in advance, then the Director shall endeavor to choose practical and reasonable but acceptable competitive options.
 - e) Training costs, including attendance at conferences or annual general meetings, are to generally approved in advance by the Board. If the costs are not known in advance, then the Director shall endeavor to choose practical and reasonable but acceptable competitive options.
 - f) Related travel incidental costs (i.e. parking, tolls, ferries etc.) will be paid at actual customary and reasonable rates.
 - g) Applicable GST and PST will be reimbursed in addition to the above amounts.



Travel and Expense Claim Form

Date: _____ Name: _____

Note: enter amounts from receipts without GST & PST, as they are added near the bottom.

1. Vehicle/travel:

a. Km driven: _____ @ \$0.55 per km. = \$ _____

b. Parking or tolls: _____ = \$ _____

c. Ferry or other vehicle travel cost: _____ = \$ _____

2. Food:

a. Breakfast: _____ (\$15.00 max each) = \$ _____

b. Lunch: _____ (\$20.00 max each) = \$ _____

c. Dinner: _____ (\$25.00 max each) = \$ _____

3. Incidental: _____ nights away @ \$20.00 per night = \$ _____

4. Accommodation: _____ nights @ \$_____/night = \$ _____

5. Registration, course cost or misc. paid by Director:
_____ = \$ _____

Subtotal: = \$ _____

Add GST of 5% on subtotal: = \$ _____

Add PST of 7.0% on subtotal (only if paid on receipts) = \$ _____

Claimed amount: = \$ _____

Provide description and details: _____

