


COCHRANE TEMISKAMING RESOURCE CENTRE

Policy Manual: BOARD OF GOVERNORS	Policy #: 2
Policy Title: TRAVEL EXPENSES	Page: 1 of 1
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Issued by: Board of Governors	Signature Board Chair
For use by: Board of Governors	

POLICY STATEMENT

CTRC reimburses Board members for out-of-pocket expenses incurred in attending authorized conferences, training, meetings or while travelling on Board related duties at rates established by the Board.

BOARD EXPENSES

Reimbursement of expenses for the following items shall be paid upon the submission of the Statement of Expense form, approved by the Chair or Vice Chair:

A) CONFERENCE REGISTRATION

In full where applicable, including charges for associated social events (receipts required)

B) ACCOMMODATION

Single rate (+ taxes) at conference/convention hotel (receipts required)

C) MEALS (receipts not required)

- Breakfast \$21
- Lunch \$24
- Dinner \$35

If a meal is over the allowable allowance and a receipt is provided; Board members will be reimbursed the actual cost of the meal.

D) TRANSPORTATION

- Car rental, taxi, limousine, air, rail, bus fare (receipts required)
- Kilometre allowance (personal vehicle): Annual CRA Kilometre rate before 5000 km
- *Kilometre allowance will be paid from home to meeting/conference location only*

E) MISCELLANEOUS (receipts required)

- Telephone charges incurred on Board business
- Emergency towing charges incurred while travelling on Board business
- Parking expenses incurred on Board business
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Attached: Board of Governors Statement of Expense Form