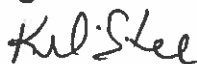


## COCHRANE TEMISKAMING RESOURCE CENTRE

|                                                                                                                                                                           |                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Policy Manual:</b> BOARD OF GOVERNORS                                                                                                                                  | <b>Policy #:</b> 2                                                                                                  |
| <b>Policy Title:</b> TRAVEL EXPENSES                                                                                                                                      | <b>Page:</b> 1 of 1                                                                                                 |
| <b>Approval/ Revision Date(s):</b> March 16/93; Aug 20/96; Aug/00; Jun 1/01; Mar/07; Apr/08; May 18/10; October 29/13; June 23/15; January 26/18; June 25/19; April 24/23 | <b>Last Revision:</b><br>March 19/25<br>Res#5225/25                                                                 |
| <b>Issued by:</b> Board of Governors                                                                                                                                      | <b>Signature Board Chair</b><br> |
| <b>For use by:</b> 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. Alcoholic beverages are not an allowable expense.

#### 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