COCHRANE TEMISKAMING RESOURCE CENTRE

Policy Manual: BOARD OF GOVERNORS	**Policy #:** 2
Policy Title: TRAVEL EXPENSES	**Page:** 1 of 1
Approval/ Revision Date(s): 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	**Last Revision:** March 19/25 Res#5225/25
Issued by: Board of Governors	**Signature Board Chair**
For use by: Board of Governors	Kil Slee

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