



# Skeena-Queen Charlotte Regional District

## BOARD POLICY

<b>Title:</b>	Directors – Reimbursement of Travel and Other Expenses
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### 1. PURPOSE

To establish guidelines for the reimbursement of expenses incurred by Directors while traveling on Regional District business.

### 2. POLICY

The Skeena-Queen Charlotte Regional District will provide reimbursement for reasonable out-of-pocket transportation, accommodation, food and other expenses, while traveling on Regional District business, in accordance with the attached Schedule of Allowable Expenses.

### 3. SCOPE

This policy applies to all Directors of the Regional District while on authorized travel including:

- 3.1 Regional District Board meetings;
- 3.2 Regional District Committee meetings;
- 3.3 Regional District Public Hearings;
- 3.4 Regional Hospital District Board meetings;
- 3.5 Union of BC Municipalities annual convention for Electoral Area Directors;
- 3.6 North Central Local Government Association annual convention for Electoral Area Directors;
- 3.7 Travel to a meeting of any agency or organization for a Director appointed by the Board as a representative to that agency or organization (Board-Appointed Representative);
- 3.8 Protocol meetings for Haida Gwaii Electoral Area Directors; and
- 3.9 Any travel approved by resolution of the Board.

### 4. DEFINITIONS

*“Authorized Travel”* is the travel identified within the Director Remuneration Bylaw as “authorized” or is otherwise approved by resolution of the Board and subject to available funding within the approved Financial Plan.

*“Destination”* is the location of meeting as designated by the Regional District or, in the case of conventions or other non-Regional District meetings, the location of that event.

*“Director”* means both Directors and Alternate Directors

*“Out of Pocket”* means those expenses requiring an outlay of funds.

*“Regional District”* is the Skeena-Queen Charlotte Regional District.

*“Regular Point of Origin”* is the normal place of occupation or place of business from which a Director would regularly travel to and from meetings on behalf of the Regional District.

## **5. RESPONSIBILITY:**

5.1. Directors are responsible for ensuring that travel is authorized and that expenses are claimed in a timely manner and consistent with this policy.

5.2. *All travel other than the regular travel to and from Board meeting be approved by the Chief Administrative Officer in advance.*

5.3. The Treasurer is responsible for administering this policy.

5.4. The Chief Administrative Officer is responsible for reviewing and approving Directors expense claims in a manner consistent with this policy, the Schedule of Allowable Expenses and the Travel Expense Procedures.

5.5. Where a Director is entitled to claim for reimbursement from another organization the amount claimed from the Regional District must be reduced by that amount, or;

Where the Regional District is entitled to claim for a portion of the travel costs from another organization, the Director must notify the Regional District of any recovery to be made from the third party.

5.6. *Directors are responsible for ensuring the most cost-effective and cost-efficient mode of travel is used, including booking air travel in advance to avoid premium rates.*

*If travel arrangements are expected to be more than regular airfare, Directors shall obtain CAO approval in advance.*

5.7. *Whenever possible, Directors will travel the day of the meeting; however, when necessary, the Regional District will reimburse for accommodation and pay the per diem for the day before and day after the meeting and/or convention.*

5.8. *Where travel is required to attend non-Regional District meetings on behalf of the Regional District and the cost of that travel is covered by the hosting organization, Directors will, if possible, book the travel through the hosting organization or seek reimbursement directly from that organization (RHD meetings are expected under this article as cost recovery is by special arrangement).*

5.9. *When staff assistance is required to make travel arrangements, Directors are responsible to provide staff with adequate notice.*

**6. PROCEDURES:**

This policy will be managed in conjunction with the Finance Procedures for Travel Expenses Claims

**7. REFERENCES:**

- Director Remuneration Bylaw
- Expense Claim Form

<b>Amendment Date:</b>	December 13, 2013	<b>Resolution No.</b>	411-2013
<b>Amendment Date:</b>	October 18, 2013	<b>Resolution No.</b>	371-2013
<b>Approval Date:</b>	September 21, 2012	<b>Resolution No.</b>	326-2012

### **Schedule of Allowable Expenses**

#### **Transportation:**

The **most economical mode** of transportation is to be used, unless there is a specific practical reason to choose otherwise; i.e. flying may be preferable to driving long distances.

1. Travel by Private Vehicle – reimbursed at a per kilometer rate, based on the “Reasonable Per-Kilometre Allowance” rate as set by the Canada Revenue Agency.
2. *Ferry – at actual cost and may include the cost of an onboard cabin when traveling on the ferry.*
3. Air Transportation – at actual cost, not to exceed regular economy fare
4. Parking and Taxis – at actual cost
5. Car Rental – at actual cost, where its use is deemed necessary.

#### **Accommodation:**

6. Commercial Accommodation – at actual cost.
7. Private Accommodation - \$30 per night

#### **Food:**

8. Per Diem - where the travel requires an overnight stay, a per diem, including the cost of incidentals and gratuities, of \$80.00 per night may be claimed. Incidentals include items such as coffee, water, use of cellphone, laundry, etc.
9. Meal Allowance – the following rates, including gratuities, will apply where use of the Per Diem rate is not applicable and meals were required:  
Breakfast      \$15.00;      Lunch      \$20.00;      Dinner      \$35.00
10. Where meals are otherwise provided, the per diem for those meals must be deducted from the per diem.

#### **Other Expenses:**

11. Conference fees – at actual cost
12. Course Registration and Materials – at actual cost
13. Telephone, Facsimile & Internet Connectivity charges – at actual cost

**Partner Participation:**

When traveling with a Director to an authorized conference or event, the following will apply:

14. Banquets –Regional District will cover the cost for a Director's partner to attend the banquet
15. Other costs –Regional District will not cover other costs for partners including food, transportation and participation in partner events.

**Exclusions:**

The following expenditures will not be reimbursed by the Regional District:

1. When transportation is otherwise provided and a Director chooses to travel by alternate means;
2. Travel Insurance;
3. Personal telephone calls;
4. Liquor; and
5. Fines or penalties related to personal misconduct ie: traffic violations.
6. *Travel that is not between the Destination and Regular Point of Origin and that is not official Regional District business.*