

Board Policy Standards

Policy Type: Board Governance
Policy Title: Board Member Expenses

Policy Objective: To ensure that travel and entertainment expenses for Board members are well managed and properly controlled and monitored.

Policy Statement: Expenses incurred by a member of the Board for travel or entertainment directly related to business development, attendance at Board meetings and Board member training shall be reimbursed in accordance with this policy.

Policy Application:

- 1) Expenses submitted more than thirty (30) days after the event for which expenses are incurred will not be considered for reimbursement.
- 2) All expenses meeting the criteria set out shall be reimbursed to the Board member within fifteen (15) days of submission, but not before the event.
- 3) All requests must be submitted on the approved Expense Report form, which may be modified periodically by the Executive Director.
- 4) Any expense submitted without an original receipt will not be reimbursed.
- 5) All proposed expenses related to client entertainment must be approved in advance by the Executive Director or the Board of Directors, with the submission to include the name of the client and the reasons for the incurred expenses.
- 6) If a Board member does not achieve eighty per cent (80%) unexcused attendance of scheduled events, any expenses submitted will not be reimbursed.
- 7) Air or land travel via commercial carrier
 - a) Reservations must be booked a minimum of fourteen (14) days in advance to take advantage of lowest fare options. If business requirements prevent fourteen-day advance booking, the reason must be clearly noted on the submitted expense report form,
 - b) Reservations must be booked at the lowest available fare at time of booking,
 - c) Tickets may be upgraded at personal expense.

8) Hotel Accommodation

- a) A standard room must always be chosen unless a room upgrade is offered at no extra charge,
- b) Board members are responsible for cancelling reservations to prevent no-show charges. No-show charges will be at the traveler's expense,
- c) Reimbursable hotel expenses include:
 - i) Laundry charges for trips of more than four (4) days in duration.
- d) Non-reimbursable expenses include:
 - i) Long-distance telephone calls through the hotel,
 - ii) Items of a personal nature charged through the hotel,
 - iii) Room charges more than one (1) day in advance of or after a meeting,
 - iv) Room charges for a stay within thirty (30) kilometres of the home of the traveler.

9) Meals

- a) Hotel meals must be itemized separately and not charged to the room,
- b) Maximum per diem meal allowances are defined on the expense report form,
- c) Alcoholic beverages are non-reimbursable expenses.

10) Vehicle Rentals and Taxicabs

- a) If a vehicle is rented for out-of-town travel, the reason for such rental must be detailed on the submitted expense report form,
- b) Vehicle rentals must be booked a minimum of seven (7) days in advance to take advantage of lowest rates,
- c) A vehicle rental must be taken at the lowest available rate,
- d) Rentals may be upgraded at personal expense only,
- e) Reimbursable vehicle rentals and taxi fares include:
 - i) Travel directly from airport to hotels or association functions where no other transport is available.
 - ii) Travel from home to association functions that are not considered part of any other work that a Board member is already performing.
- f) Travel in a personal vehicle will be reimbursed at the rate set out in the standard expense report form.

Associated Documents

Approved Expense Report Form

Policy Name: Board Member Expenses

Edition: 2015

Accepted by Board of Directors: August 2, 2006

Policy Number: 2006-4

Issue Date: August 2, 2006

Pool & Hot Tub Council of Canada

Expense Statement

Board Member _____

Name _____
 Chapter _____ Note: Attach original receipts
 Event _____ Note: Please record HST separately

Period _____

From _____
 To _____

Date	Account	Description	Lodging	Transport*	Office	Meals**	Phone	Other	HST	TOTAL
									Sub Total	
									Advances	
									TOTAL	

Approved _____

Notes

*Vehicle Rental: Council reimburses at the rate of 48 cents per kilometre.
 **Meal Expenses: Board Member meal expenses incurred during the national convention are non-reimbursable.
 Meal expense per diem for other PHTCC functions: \$75/day.

Please make cheque payable to: _____

Office Use Only _____

Original Receipts Must Be Attached For Reimbursement