

LOYALIST COLLEGE
Board of Governors Policy

C8	C. Board/Governance Processes C8. BOARD MEMBERS AND PRESIDENT TRAVEL EXPENSES
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Date Last Approved: March 2019

Next Review Date: 2023

Background

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in By-Law 1 of the College.

This policy provides guidance on the circumstances and appropriateness of incurring costs relative to general College-related business, travel and hospitality expenses, ensuring that the College’s expenses are managed in a cost-effective manner and in accordance with the “Governance and Accountability Framework” Policy Directive.

Policy / Procedure

The Board may approve allowances for Board members travelling on College business. The President and members of the Board who travel on behalf of the College or who are required to provide hospitality on behalf of the College shall be reimbursed for any out-of-pocket expenses incurred in the performance of these duties, provided that, in the opinion of the Chair, the amounts claimed are verifiable and reasonable in the circumstances. Such reimbursement shall only be provided in compliance with the College’s Business Expense Reimbursement Policy FIN 504.

Governors have the option of donating back the payment received for claimed expenses to the College in return of a personal tax receipt.

The process for this voluntary option would require Governors to:

- Document/track kilometers related to Board responsibilities
- Submit an annual or periodic report/request for reimbursement for review and approval by the Chair
- Receive a cheque in the amount of the expenses being reimbursed by the College
- Donate the amount (or any portion thereof) to the College
- Receive a tax receipt for the donation

No employee or member of the Board will authorize personal travel/expense claims which contain such person’s own direct or indirect expenditures.

A Vice-Chair and the chair of the Audit Committee are authorized to approve expenses of the Chair.

Accommodation and travel arrangements for Board members will be coordinated through the President's office.

Monitoring

The Board members' expenses will be reviewed annually within its audit process.

The President's travel expenses will be reviewed annually by external Auditors and noted in the Auditor's report for compliance.

Related Materials

Loyalist College Policy FIN 504 – Business Expense Reimbursement Policy - 2012

Current Travel Expense Reimbursement Form

Mileage Record Template for Income Tax Claims – 2012

The College should make sure that it keeps a copy of the request for reimbursement and the payment to the Governor (i.e. a copy of the cheque), to evidence that two distinct transactions took place: (1) the Governor was reimbursed for expenses; and (2) the Governor made a voluntary gift of property to the College.