

**LOYALIST COLLEGE**  
**Board of Governors Policy**

<b>C9</b>	<b>C. Board/Governance Processes</b> <b>C9. ATTENDANCE AT CONFERENCES</b>
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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 ensures the provision of funds for attendance by Governors at conferences.

**Policy / Procedure**

**1. COLLEGES ONTARIO CONFERENCE**

The annual budget for the Board will include an amount for the **Higher Education Summit** and where funds are available, the **Colleges and Institutes Canada Annual Conference**. Attendance will be dictated by the College/Board budget, and will be approved by the Chair.

Suggested order of priority for participation:

- i. The Chair
- ii. New Governors
- iii. Option for other Board members to attend every second year

**2. OTHER CONFERENCES**

Attendance at any other conference must have the prior approval of the Chair.

**3. TRAVEL AND RELATED COSTS**

Board members will be reimbursed for reasonable travel costs and other related expenses in accordance with Loyalist's Policy FIN 504 – Business Expense Reimbursement Policy and the Board Members and Travel Expenses Policy.

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

## **Monitoring**

The President will ensure that there will be the provision of funds for approved attendance by Governors at conferences.

## **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