

LOYALIST COLLEGE
Board of Governors Policy

13. ATTENDANCE AT CONFERENCES

Date Last Approved: May 29, 2025

Next Review Date: 2029

Background

In this policy, capitalized terms used but not defined herein shall have the respective meanings ascribed to them in the Definitions Schedule.

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, where funds are available, annual conferences for college professionals. 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. A Governor in their first term
- iii. Option for other Governors 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

Governors 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 Governors and President Travel Expenses Policy.

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

Receipts should accompany the expense report. Most payments for conference registration fees are completed online using a credit card. In these cases, the receipt would be the printout of the registration confirmation provided by the website after payment which would indicate the amount of payment, the method of payment

and any balance owing. If this information is not provided, it would be reasonable for the College to require proof of payment, such as a redacted credit card statement.

Conference registrations may be charged to the corporate purchasing card or the Governor's personal credit card.

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 - 2023

Governors and President Travel Expenses Policy

Current Travel Expense Reimbursement Form