

3-004 - Reimbursement of Expenditures Incurred by Board Members on Board-Approved Business

MOTION:

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POLICY NO: 3-004

It is the policy of The Board of Governors of The Lambton College of Applied Arts and Technology that all reasonable expenses incurred by Board members while on Board business be paid by the College. College policy shall be consistent with the Management Board of Cabinet Directive, under the authority of the Broader Public Sector Accountability Act regarding Travel, Meals and Hospitality.

Procedures

Authority and Approval

To ensure due diligence in regard to the reimbursement of expenses incurred on Board business, the following shall represent the process for approval:

1. All Board expenditures must be pre-authorized by the Chair.
2. Selection of delegates to conferences/workshops will be made in accordance with Appendix I, Conference Guidelines.
3. The Chair's expenditures will be pre-authorized by the Executive Assistant to the Board of Governors.

Travel/Accommodation

4. All arrangements will be coordinated by the Executive Assistant to the Board of Governors.
5. Any changes to arrangements should be communicated to the Executive Assistant to the Board of Governors as soon as possible to avoid loss of prepaid arrangements.
6. All changes incurring additional costs without proper authorization will be the responsibility of the individual.

Approval of Expenses

7. Board members' expense statements will be approved by the Chair or the Executive Assistant to the Board of Governors in the absence of the Chair.

8. Expense statements from the Chair will be approved by the Executive Assistant to the Board of Governors.

Allowable Expenses

All claims are to be reasonable and appropriate to the conduct of the business of the Board and may include:

9. All properly authorized travel and accommodation.
10. Meals, parking, taxis, tips, accompanied by receipts.
11. Registration fees, if not prepaid by the College.

Ineligible Expenses

Charges for personal entertainment are ineligible for reimbursement.

Reporting

Annually the Executive Assistant to the Board of Governors will provide a report to the Executive Committee of the Board of Governors travel and expenses authorized for all Board members.

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Appendix I

Conference Guidelines

1. The Board recognizes the value of professional development for its members and supports attendance at conferences / workshops as one of the means of developing Board members.
2. The Board Chair shall recommend which Governor(s) shall attend a conference by taking into consideration:
 - a) Priority is given to the annual Colleges Ontario Governors' Orientation Workshop for New Governors, as well as the annual Colleges Ontario Conference.
 - b) The purpose of the conference and the relevance to an individual Governor's expertise or role, as well as the Governor's level of commitment to the Board as evidenced by attendance and participation in Board activities.
 - c) Duration of Governor's remaining term on the Board.
 - d) Board members who meet other criteria but have not had an opportunity to attend a recent conference.
 - e) Preference will be given to Chair, Vice-Chairs and Chairs of Board Committees.
 - f) Estimated travel costs involved in attending a conference.