



Policy Title:	Board Expenses
Policy Type:	Board
Policy #:	BD 002-05
Policy Authority:	Board
Effective Date:	October 2018

PURPOSE

Provide reimbursement to Board members for direct expenses.

POLICY

1. Circumstances in which members of the Board incur expenses shall usually be pre-authorized by the Board in general terms and shall be in compliance with the budget for Board Expenses.
2. Variations to the specifics listed below may be authorized by specific motion of the Board prior to the expenses being incurred.
3. The Board shall not pay mileage and other expenses if the Board member receives payment from any other source for those expenses.

MILEAGE

Members of the Board traveling on Board business outside the Municipality of Clarington shall be paid at the current rate paid under the Collective Agreement. Ticketed costs for travel on public transit shall be paid. Parking costs shall be paid.

MEALS

Members of the Board traveling on Board business or attending meetings or trustee training opportunities that do not include meals in registration fees shall be paid reasonable meal costs. Such costs shall be inclusive of gratuities and taxes and exclusive of alcoholic beverages. Board meetings or events may, from time to time, include refreshments or meals at the Board's expense.

CONFERENCES, SEMINARS AND WORKSHOPS

The Board shall pay registration for authorized attendance by Board members. Hotel accommodation shall be paid if the distance and/or scheduling of meetings and events make it a reasonable alternative to travel per day.

GUIDELINES/PROCEDURES

Members of the Board shall submit expense claims to the Treasurer with appropriate documentation including receipts and, whenever possible, on the expense forms normally used by the Clarington Public Library. Payment shall be made once the Board Chair has signed and approved the expense for payment.