

BOARD PROCEDURE: Expenses Regarding Governor Travel

REFERENCE NUMBER:	BP-002
APPROVAL DATE:	<i>Original:</i> November 6, 1996
REVISION DATE(S):	October 1998; June 2004 (By-law 1-102 Appendix E); June 22, 2011; June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	2022

No remuneration is paid to any Board member.

All reasonable expenses by a member of the Board engaged in meetings, Board development or representation on behalf of the Board or College **on sanctioned business** shall be reimbursed in accordance with the Broader Public Sector Directive on Expenses. Examples of allowable expenses are: mileage (reimbursed at the rate allowed to staff as set by the Management Board of Cabinet) for travel to attend meetings of the Board and its committees, College Convocations and other requested events; meals, overnight expenses and accommodation for a Board Retreat, regional or provincial meeting or conference; workshop and conference registrations.

The *Fleming College Expenses Directive* provides further details on allowable expenses and will be strictly enforced. A copy of this Directive is available to Board members through the Board Office.

Board members must submit expense claims on the College Expense Statement supported by original, detailed receipts for travel, meals, accommodation and other necessary expenses to the Budget Manager (Board Secretary) in a timely manner and at least quarterly.

The College Board cannot pay for expenses which may be incurred by a Board member's spouse/partner or guest. In instances where a spouse/partner or guest attends a function, any additional costs which result will be borne personally by the Board member.

History of Amendments/Reviews:

Section(s)	Date	Comments
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)