



Beaver Emergency Services Commission

Policy # 1.3 – Board of Directors Perdiem and Expense Reimbursement

Board Approval Date: 21 March 2018

Amended 10 January 2018

Chairman: Kevin Smook

Vice Chairman: Debora Dueck



Board of Directors Per Diem and Expense Reimbursement

POLICY AND PROCEDURE HANDBOOK

POLICY:

Elected officials are required to commit time and effort to fulfill their duties and responsibilities as Board of Directors, and should be reimbursed for expenses incurred and time spent away from their regular place of business and their family and personal responsibilities.

To enhance transparency and accountability, details of Board member remuneration will be posted on the Beaver Emergency Services Commission (BESC) website, enter following approval of Board minutes. Remuneration related to Committee duties will be included.

GUIDELINES:

Per Diems

For each Meeting, Directors shall be paid \$200.00 which shall be considered taxable for income tax purposes.

Canada Revenue Agency's rules and guidelines regarding taxable benefits will be applied as they relate to the various components of Board remuneration.

The following documents will be posted on the BESC website. Personal and private information will be removed.

1. Board timesheets
2. Board expense claims
3. Hotel bills and receipts for expenses (other than accommodation) that are charged to the room
4. Meal receipts (including meals purchased as a group (e.g. Board meetings))
5. Travel receipts (e.g. airfare taxis, etc.)
6. Registration fees for conferences, workshops, seminars, and courses
7. Tickets to functions or events (including group tickets (e.g. table tickets))
8. Telecommunication allowances

Travel

Kilometerage shall be paid at the rate established by Board for actual kilometers traveled by personal vehicle. Taxi fares and parking costs will be reimbursed as per receipts submitted. The Kilometerage rate established is .55 cents per Kilometer.

Board Approval

Date:

Policy# 1.3

Page: 1 of 3

(Amended 10 Jan 2018 Motion 18-012)

(Last Revision 3 Nov 2015 Motion 15-654)

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Meals

Meal costs which are reasonable and prudent, including a maximum gratuity of 15% per meal shall be reimbursed as per receipts submitted with the exception of alcoholic beverages.

Accommodations

Accommodation costs shall be reimbursed as per receipts submitted.

Incidentals

For BESC-related business that requires an overnight stay, an allowance of \$5.00 per night shall be paid to offset incidental expenses, such as personal telephone calls to the Directors residence, wear and tear on luggage, newspapers, etc. No receipts are required.

Conferences

Meetings, workshops, seminars, and conferences (including out-of-province) that are not considered a regular function of the Board shall require authorization prior to payment of per diems or reimbursement of expenses.

Spousal/Partner Attendance

When a spouse/partner accompanies a director to a meeting, workshop, seminar, or conference, the expenses of the spouse/partner for meals, travel, accommodation, and incidentals shall be considered a personal expense and shall not be reimbursed.

When the invitation to a function includes that of a Directors spouse/partner, the reasonable expenses of the spouse/partner to attend that function shall be reimbursed.

DEFINITIONS:

Meeting: Any meeting of the Board, internal or external, and any meeting, workshop, seminar, and conference related to BESC functions.

The definition of Meeting shall also include the following:

- a) meetings with administration on days other than Meeting days,
- b) attendance at functions by the Chairman, Vice Chairman, or a Director, as a representative of the BESC (e.g. Open Houses, social functions, fund-raising events, etc.),

Board Approval

Date:

Policy # 1.3

Page: 2 of 3

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PROCEDURE:

1. Per diem, allowances, travel, and other reimbursement rates shall be reviewed at the annual meeting by the BESC Board of Directors, or as required by the Board from time to time.
2. Directors shall submit Directors Timesheets monthly, within 2 days of the pay period ending date. Timesheets shall indicate the particulars of the Meeting.
3. Directors shall submit expense claim forms, accompanied by receipts where required, on a monthly basis. Detailed receipts are required to enable the BESC to claim the GST rebate. Meal expenses for other than the Directors shall indicate for whom the meal was purchased.
4. The Chairman of the Board of Directors shall review and approve each Directors timesheet and expense claim. The Vice Chairman shall review and approve the Chairman's timesheet and expense claim.

Board Approval**Date:****Policy # 1.3****Page: 3 of 3****(Amended 10 Jan 2018 Motion 18-012)****(Last Revision 3 Nov 2015 Motion 15-654)****(Last Revision 10 Jan 2018 Motion 18-012)**