



B – Governance Process

Travel Expenses – Board Members

Background

In accordance with the *Ontario Colleges of Applied Arts and Technology Act, 2002*, Governors serve on the Board without remuneration; however, the College does reimburse Governors for expenses incurred in the normal course of College business.

The Ministry's Broader Public Sector (BPS) Directive on Expenses requires designated BPS organizations to establish expense rules. The directive further sets out requirements that must be included in each organization's expense rules.

Policy

It is a policy of the Board of Governors of Northern College to reimburse Board members for travel costs incurred while travelling on sanctioned College business based on actual costs that are supported by original, detailed receipts, and within expense rules established in accordance with BPS allowable expenses.

Kilometrage reimbursement rates for Governors using personally owned vehicles on College business are set by the Management Board of Cabinet and are available from the Board Office. The Northern College Administrative Policy and Procedure on Travel and Hospitality provides further details on allowable expenses and is also available from the Board Office.

All travel claims for governors will be approved by the President, Board Chair or his/her designate and reimbursed per the College Travel and Hospitality Policy. Travel claims for the Chair will be approved by the First Vice-Chair.

Procedure

Expense claim forms are to be obtained from and returned to the Board Executive Assistant who will submit to the President, Board Chair or designate. Board members will be compensated for approved travel and related College business expenses including travel, meals, accommodations and conference registration, in accordance with BPS allowable expenses.

The individual claimant is responsible for selecting the most economical means of travel whenever possible. All expenses claimed must be supported by original, detailed receipts.