


# COCHRANE TEMISKAMING RESOURCE CENTRE

<b>Policy Manual:</b>	<b>BOARD OF GOVERNORS</b>	<b>Policy #:</b> 2
<b>Policy Title:</b>	<b>TRAVEL EXPENSES</b>	<b>Page:</b> 1 of 1
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<b>Issued by:</b>	Board of Governors	<b>Signature Board Chair</b> 
<b>For use by:</b>	Board of Governors	

## POLICY STATEMENT

CTRC reimburses Board members for out-of-pocket expenses incurred in attending authorized conferences, training, meetings or while travelling on Board related duties at rates established by the Board.

## BOARD EXPENSES

Reimbursement of expenses for the following items shall be paid upon the submission of the Statement of Expense form, approved by the Chair or Vice Chair:

- A) CONFERENCE REGISTRATION**  
In full where applicable, including charges for associated social events (receipts required)
- B) ACCOMMODATION**  
Single rate (+ taxes) at conference/convention hotel (receipts required)
- C) MEALS (receipts not required)**
  - Breakfast \$14
  - Lunch \$17
  - Dinner \$26

If a meal is over the allowable allowance and a receipt is provided; Board members will be reimbursed the actual cost of the meal.

- D) TRANSPORTATION**
  - Car rental, taxi, limousine, air, rail, bus fare (receipts required)
  - Kilometre allowance (personal vehicle): Annual CRA Kilometre rate before 5000 km
  - *Kilometre allowance will be paid from home to meeting/conference location only*
- E) MISCELLANEOUS (receipts required)**
  - Telephone charges incurred on Board business
  - Emergency towing charges incurred while travelling on Board business
  - Parking expenses incurred on Board business
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**Attached:** Board of Governors Statement of Expense Form