

Maltby Centre	Section: Subsection: Governance	Number:	Total Pages: 2
<u>Subject:</u> Expenses Policy for Board Members		<u>Date of Issue:</u> (Pending Ratification)	
<u>Status:</u>		<u>Revision Date(s):</u>	
<u>Issuing Authority:</u> Senior Leadership Team			

POLICY

Note: This policy is currently unratified and under review by the board. It has not been formally adopted and is subject to further discussion and amendments.

This policy outlines the procedures and guidelines for reimbursing expenses incurred by board members of Maltby Centre. It ensures compliance with the Canada Revenue Agency (CRA) regulations and the Broader Public Sector Expenses Directive 2020.

This policy applies to all board members.

PROCEDURE

Eligible Expenses

Board members may be reimbursed for reasonable and necessary expenses incurred while performing their duties. Eligible expenses include:

- **Travel:** Transportation costs for attending meetings, conferences, or events related to board duties.
- **Accommodation:** Hotel or lodging expenses for overnight stays required for board-related activities.
- **Meals:** Meal expenses incurred during travel or meetings.
- **Supplies:** Costs for materials or supplies needed to perform board duties. IT Equipment is loaned to board members for the duration of their membership.
- **Other:** Any other expenses pre-approved by the board that are directly related to board activities.

Reimbursement Process

1. **Submission:** Board members must submit an expense claim form, along with the original receipts, within 30 days of incurring the expense.

2. **Approval:** Expense claims will be reviewed and approved by the Treasurer or a designated officer.
3. **Payment:** Approved expenses will be reimbursed within 30 days of receipt of approval.

Compliance with CRA Regulations

- **Documentation:** All expense claims must be supported by original receipts and include detailed descriptions of the expenses.
- **Reasonableness:** Expenses must be reasonable and necessary for the proper performance of board duties.
- **Non-Remuneration:** Board members are not compensated for their time or services. Only out-of-pocket expenses are reimbursed.

REVIEW AND AMENDMENTS

This policy will be reviewed annually and amended as necessary to ensure ongoing compliance with regulatory requirements and best practices.

CROSS REFERENCES

[Broader Public Sector Expenses Directive 2020](#)