



Policy:	G-1.8
Approved By:	Board of Governors
Approval Date:	November 22, 2004
Amendment Date:	
Policy Holder:	President

BOARD OUT-OF-POCKET EXPENSES

Purpose / Rationale

The purpose of this policy is to establish guidelines and processes for requesting and reimbursing out-of-pocket expenses for Board members.

Scope / Limits

This policy applies to all members of the Board of Governors

Principles

1. Each member of the Board of Governors will be reimbursed for reasonable out-of-pocket expenses necessarily incurred while performing duties as a member of the Board. All expenses must be pre-approved by the Board Chair or his/her designate. The Board Chair's expenses will be signed-off by the Chief Financial Officer.
2. Travel should be conducted in the most cost-effective manner that is feasible for the circumstances.
3. The Board shall receive an annual report of all out-of-pocket expenses incurred by Board members.
4. Reimbursement for travel and distance expenses will be based on the College's Travel Policy (see link).

Link to Related Policy

[O-4.3 Travel](#)