

TRAVEL & RELATED EXPENSES REIMBURSEMENT POLICY

Travel & Related Expenses Reimbursement Policy

Policy

It is the policy of APEGBC to reimburse staff, members of Council and members of committees, task forces, boards and their subcommittees for reasonable expenses incurred while conducting and traveling on Association business subject to prior authorization. Payment is limited to covering out-of-pocket expenses actually incurred and subject to the limits outlined in the policy and the operating procedures with respect to travel and expense reimbursement.

Authority

Travel and related expenses will be submitted in accordance with the Travel and Expense Reimbursement Procedures. The appropriate APEGBC department Budget Officer will approve authorized expenses. In the case of staff, the Budget Officer is a Manager, Director or Chief Officer as designated by the CEO and Registrar. In the case that a Budget Officer is a claimant, the individual to whom he or she reports will approve authorized expenses. In the case of the CEO and Registrar being a claimant, the Director Finance & Administration will approve authorized expenses, with external auditors undertaking a specific audit annually of the CEO's expenses in a distinct report. In the case of Councillors, including the President, being claimants, the relevant Budget Officer and/or the Director of Finance & Administration will jointly approve authorized expenses, with cheque sign-off by the CEO.

As indicated within this policy, approval of travel and related expenses are in many cases limited, in part to an "available travel budget." For clarity, "available travel budget" refers to the distinct line for travel and related expenses of a component budget for a department, program, committee or event as may be relevant. Such lines are set by staff in the detailed budget development process each year, and roll-up to the overall budget that is approved each year by Council.

Council Meetings & Planning Sessions Travel

Reasonable travel and related expenses will be covered for all approved Council events including; Council meetings and Council planning sessions.

Committee Meetings Travel & Expenses

Reasonable travel and related expenses will be covered for appointed Committee members for scheduled committee meetings and business as authorized by approved committee Terms of Reference and available budget.

Branch Visits & Branch Representative Meeting Travel

Reasonable travel and related expenses will be covered for a Council Representative and a Management Delegate to attend the annual Branch Meeting as requested. Also, APEGBC will fund the attendance of Branch representative(s) to attend the spring Branch meeting and AGM to the extent permissible through the corresponding lines in the Annual Conference & AGM and the APEGBC Branch budgets. All other Branch expenses are to be covered by individual Branch Budgets.

Reasonable travel and related expenses for the President (or delegate) and CEO and Registrar (or delegate) **and other Councillors as appropriate**, to attend Branch meetings and events in the conduct of APEGBC Business.

Approved Travel to other Association AGM's

The President (or delegated member of Council) and the CEO & Registrar (or delegate) may be reimbursed for attending, subject to the limit set out in the procedures, the AGM's and/or awards dinners of other Provincial and Territories Associations of the Professions or the AGM's and/or awards dinners of other BC Associations (e.g., ACEC-BC, ABCFP, AIBC, ASTTBC) as they pertain to the advancement of APEGBC and are within the respective budget for such attendance. Spousal/partner travel and related expenses are reimbursable, for up to three national events per year for the President and three for the CEO and Registrar, where it is the practice for spouses to attend such events and is within the available travel budget.

Whenever appropriate, the CEO & Registrar will select his or her delegate, and, in consultation with the President, will select a delegate for the President.

Travel

The maximum amount payable for air, vehicle and other travel is subject to an overall maximum of the amount equal to economy airfare plus transportation to and from the respective airports as applicable.

Use of Vehicle

Vehicle use on APEGBC business will be reimbursed on a per kilometer rate basis. The per kilometer rate of reimbursement, during a fiscal year, will be the current per kilometer rate as declared by the Canadian Revenue Agency, prior to the beginning of the fiscal year.

Accommodation

Reimbursement of accommodation expenses will be limited to reasonable amounts in the particular circumstances.

Meals

Reimbursement of meals will be limited to reasonable amounts in the particular circumstances.

Expenses for Spouses/Partners

Expenses for spouses/partners will be covered when the President, Councillors and/or the President & CEO (or delegate) attends a function where partners are invited and expenses are within the available travel budget.

Travel and related expenses for spouses/partners will be reimbursed for attendance at the APEGBC Conference and Annual General Meeting when spouses/partners are invited and the budget for the event includes an allowance for such expenses.

Measures

All expenses will be maintained within approved APEGBC budgeted amounts. Costs will be monitored by the Director of Finance & Administration

Reporting and Oversight

The Director of Finance & Administration and Senior Staff members responsible for department budgets will review all expenses monthly.

The Director of Finance & Administration is responsible for monitoring and providing assurance of adherence to this policy. He or she will bring forward an annual report of such expenditures

and adherence of this policy, including an analysis of the variance between actual and budgeted expenses, to the Executive Committee.

The Executive is responsible for oversight adherence to this policy and shall report on this annually to Council.

Unreasonable Expenses

When there are expense claims for items that are deemed by the individual providing authorization as unreasonable or out of line with the policy, this is brought to the attention of the CEO. When the claimant is a member of staff, the CEO discusses the claim with the claimant for resolution. When the claimant is a Councillor, the CEO brings this to the attention of the President, and the President discusses the claim with the claimant for resolution.