

NORTH GALIANO FIRE PROTECTION SOCIETY

Policy Title: TRAVEL REIMBURSEMENT

Intent of the Policy: To establish a procedure for reimbursing board members when travel expenses are incurred as a result of performing duties for the Society or Committee.

Policy: This policy does not include the CRD representative who is assumed to be able to draw on a CRD expense budget.

1. The following guidelines apply to travel costs incurred in traveling from off-island to attend board meetings and extraordinary meetings on Galiano Island:
 - a. Costs may be claimed if travel is to:
 - a re-scheduled board meeting
 - a board meeting at which the board member is required to attend to meet quorum, and a decision requiring quorum is required
 - an extraordinary meeting which the board member is required to attend.
 - b. Costs may not be claimed for travel to attend meetings held on the first Sunday of each month (or in a new, regular time-slot if changed), nor to attend the AGM (assuming it is scheduled well in advance).
 - c. Notwithstanding a, above, costs may not be claimed if the board member would have been traveling to Galiano anyway.
 - d. Reimbursement will be normally limited to ferry fares less than or equal to a return trip Tswassen-Sturdies Bay-Tswassen for one car and driver (this assumes that this is the most expensive, relevant ferry fare).
2. The following guidelines apply to travel costs incurred in performing other duties for the Society or Committee:
 - a. Costs may be claimed for trips made for Fire Dept. purposes. The board will approve on a case-by-case basis what qualifies as appropriate purposes, e.g. travel to pick up supplies, attend meetings, etc.
 - b. Reimbursement will be according to receipts for all expenses other than mileage on a personal vehicle.
 - c. Mileage on a personal vehicle may be claimed at a kilometre allowance per CRD rates.

Passed: June 27 2009

Replaces policy dated: None, new policy

- d. Claims for meals shall not exceed the following:
 - Breakfast \$10.00 (+GST)
 - Lunch \$20.00 (+GST)
 - Dinner \$30.00 (+GST)
 - e. Claims for accommodation will be considered on a case-by-case basis.
3. Any exceptions to the above policies require the approval of the Chair.

Passed: June 27 2009

Replaces policy dated: None, new policy