

## Expense Reimbursement Policy



BCSCS staff, board and volunteers will strive to ensure that the reimbursement policy is consistent with BCSCS mission, values, objectives and responsibilities. This policy is intended to help support Britannia members to participate fully in the governance and decision making activities of the Society.

Please refer to cheque requisition guidelines for any procedures related to this policy.

Meeting activities are defined as follows:

1. Meetings of the Britannia Board of Management which include Board meetings, Executive and Finance Committee meetings.
2. Meetings of committees formed at the request of the Board which include, though not limited to the following;
  - Arena
  - Arts and Culture
  - Board Development
  - Planning and Development
  - Pool and Fitness
  - Program
  - Seniors
  - Volunteer
  - Youth
  - Youth Matter
3. Special meetings called by Board to conduct Board business

Out of Pocket expenses are defined as any cost incurred by elected and appointed members to attend Board related meetings. This may include;

- Child minding
- Attendant care
- Transportation
- Off site parking

Qualified recipients are elected Board members and/or committee members who are appointed onto Board Committees and are Society members in good standing. They must provide proof of expense as per cheque requisition guidelines. Bus ticket, receipts or signed vouchers are acceptable forms of proof.

Reimbursement limits per member per meeting is set at \$25/hour of meeting.

BCSCS will set aside \$2,500 annually to fund member participation in Board business. Should this budget be exhausted prior to the end of the fiscal year the Finance Committee may choose to increase the budget at any time in the year.

BCSCS designates the Executive Director to review the policy and practise periodically and provide recommendations to the Board.

Any extraordinary out of pocket expenses not listed above may be reviewed by the Executive Director.

**Passed by the Britannia Board of Management November 2015**