ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 013	
SECTION: BOD	

SUBJECT: Board Member Travel Expense	
BOD APPROVAL: Crystal Dorey	**DATE SIGNED: 24-February-2026**
DATE OF MOTION: 24-February-2026	
EFFECTIVE DATE: 24-February-2026	**REVISED DATE: 04-February-2026**
DATE REVIEWED:	

PURPOSE

The purpose of this Board Member Travel Expense Policy is to establish guidelines for reimbursing reasonable and necessary travel expenses incurred by Board Members while performing their governance duties. The policy ensures fiscal responsibility, transparency, and alignment with the organization's mission.

SCOPE

The scope of this policy is to ensure board members are compensated for any travel expenses incurred while carrying out board activities. It also ensures that expenses are authorized and properly documented for reimbursement.

OBJECTIVES

The objectives of this policy are to:

• Provide guidance to board members when traveling on official SAC business
• Provide copies of the forms required for completion
• Identify the procedures for travel expenses related to SAC business

ROLES AND RESPONSIBILITIES

Board Members

· Seek pre-approval for expenses from the Board Chair or Finance Chair
· Submit expense claims within 30 days of incurring expenses, with required documentation (e.g., receipts, purpose of travel)

Board Chair (or Vice-Chair) and CEO

· Review and approve expense claims submitted by board members
· Ensure claims are reasonable, compliant with the policy, and supported by receipts
· Escalate questionable claims to the Board Executive or full Board for resolution

· Maintain confidentiality of expense records, except as required for audits or legal purposes
· Submit to Finance Officer for processing

PROCEDURE

- A. A board member may elect to be reimbursed for the use of their personal motor vehicle while on St. Anne Centre business and according to the provincial government approved rate per kilometers traveled, starting from their residence or the St. Anne's Centre whichever is closer to the destination.
- B. A board member traveling on St. Anne Centre business and utilizing their personal motor vehicle shall maintain motor vehicle insurance, for both personal use and for traveling on St. Anne Centre business. It shall be understood and agreed by all board members that the degree of responsibility or liability with respect to the use of a personal motor vehicle on St. Anne Centre business shall be that of the board member.
- C. Overnight trips: A board member traveling on St. Anne Centre Board of Director business who is away overnight from their personal residence shall be reimbursed for reasonable cost for daily meals at the provincial government rate. When they return to the principle resident on the last business day prior to 7:00 pm, no reimbursement will be made to the board member for dinner. Receipts must be submitted for cost(s) of overnight accommodation.
- D. A travel expense claim form must be completed. All supporting documents must be attached. Travel expense claim forms must be approved by the Board Chair (or Vice-Chair when applicable) and the CEO then submitted to the Finance Officer for reimbursement.
- E. This policy does not apply to attendance at regular board meetings