

## ISCEBS – Toronto Area Chapter Board of Directors Travel and Expense Guidelines

### The Guidelines

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Members of the Toronto Area Chapter Board of Directors are entitled to be paid reasonable travel and associated expenses incurred in connection with service on the Board. Expense reimbursement applies only to ISCEBS board members designated to be a representative at specific events.

### Travel

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In most cases, Board members are responsible for the arrangement of their own travel. Air travel may be booked in any class, however only an “Economy” fare cost will be reimbursed. A maximum reimbursement of \$500 is available per trip, which includes air, car, rail and/or taxi. The charges should be reasonable and customary.

### Meals

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Where possible, members should take advantage of meals provided as part of the event package. For days in which meals are not provided, a per diem of \$75 is available. Reimbursement is subject to submission of applicable receipts.

### Hotels

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When out of town, it is expected that board members will stay in moderately priced rooms in good standard hotels. Actual room charges should be claimed. Please review your expenses at time of checkout to ensure that you are not charged more than the guaranteed rate.

Lodging will be reimbursed at a single room rate (including tax). *All incidentals and additional lodging are the responsibility of the board member.*

### All Others

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Car rentals, rail travel and miscellaneous expenses will be reimbursed as expenses, subject to overall reimbursement maximums noted above.

Mileage will be reimbursed based on the government-authorized rate in effect at the time the expense was incurred. For calendar 2009, the authorized rate is 52 cents per kilometre.

### Expense Claims

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All expense claims, together with original supporting receipts, may be presented to the Treasurer for review and processing. The President and Treasurer will approve all Board members' expense submissions in accordance with these Guidelines. All travel related expenses should be submitted within two weeks of the event for timely processing.

*The Board has the exclusive right to makes changes to the aforementioned Guidelines.*