



## BOARD OF HEALTH

<b>SECTION:</b>	<b>Financial</b>	<b>APPROVED BY:</b>	<b>Board of Health</b>
<b>NUMBER:</b>	<b>BOH-FIN-050</b>	<b>REVISED:</b>	<b>May 2024</b>
<b>DATE:</b>	<b>May 1, 2018</b>		

# Board Member Allowable Expenses (Conferences/Workshops/Educational)

### PURPOSE:

The purpose is to provide Board members with the opportunity to participate in continuing education events relevant to their roles and responsibilities as Board of Health (BOH) members and to ensure there is reasonable reimbursement of expenses for such events.

### POLICY:

Board members may attend conferences, workshops, training events and other educational sessions relevant to public health, subject to the following guidelines:

- a) All Board members are encouraged to attend one conference annually related to public health.
- b) The number of delegates to other conferences, workshops, and courses shall be determined on a case-by-case basis by the Board.
- c) Each Board member may attend up to two conferences, workshops or courses per year, unless otherwise determined by the Board.
- d) Attendance at conferences is subject to availability of the funds approved for Board conferences in each year's budget.
- e) Original itemized receipts (including date, place, and cost) are required for meals, and other allowable expenses such as parking, taxis/Uber, bus, accommodation, etc., in order to be eligible for reimbursement.
- f) Should a Board member's spouse/partner/guest accompany the Board member, the Board member will pay any additional costs (travel, registration, meals) for that individual.
- g) Reimbursement for allowable expenses shall be in accordance with the rates established in non-union policies.

## PROCEDURE:

### i. **Request to Attend:**

- a) The Board member will notify the BOH Chair and/or the Chief Executive Officer (CEO) of their interest in attending the conference, workshop, training events, or other educational sessions.
- b) The relevant forms and any other relevant documentation is forwarded to the CEO for processing by the Executive Assistant or Administrative Assistant.
- c) Registration, accommodation, and travel (train and/or plane) bookings will be made by the Executive Assistant or Administrative Assistant on the company credit card.

### ii. **Eligible Expenses**

- a) Registration fees of the Board member attending conferences, workshops, training events and other educational sessions are eligible for reimbursement.
- b) Travel Expenses:
  - If Board member is travelling by car:
    - Parking and mileage are reimbursed in accordance with non-union policy.
    - Any fines incurred related to parking or driving violations are the sole responsibility of the Board member.
  - If Board member is travelling by train:
    - Business class may be booked provided that government or non-profit rates are sought.
    - When traveling business class, the meal cost cannot be separately claimed, as a meal is included in the cost of a business class ticket.
  - If Board member is travelling by plane:
    - Economy class may be booked by the Executive Assistant or Administrative Assistant seeking the most economical rate available.
- c) Accommodation Expenses:
  - Accommodation for a single room on site or within reasonable distance is eligible for reimbursement. The number of nights is dependent on the location, travel arrangements and agenda (start/end times) and number of days the event is scheduled.
  - Additional room charges for meals and parking are eligible for reimbursement up to the amounts stated in section (d). Charges for internet (WIFI) connection, if not already included in the cost of the room, are eligible for reimbursement. The Board member is responsible for all other charges made to the room.

d) Meals:

- The cost of meals may be covered when meals are not included as part of the conference registration and/or included in the meeting or included in the mode of transportation.
  - Reimbursement for meals expenses is in accordance with non-union policy.
- Reimbursement of expenses must not include any alcoholic beverages.

iii. **Submission and Payment of Expenses:**

a) Upon return from the conference, workshop, training event or other educational session:

- The Board member will:
  - Forward the appropriate documentation including receipts (paper or photo of receipt) requiring reimbursement to the CEO and Executive Assistant or Administrative Assistant
- The CEO will:
  - Review the expenses claimed, confirm it is in accordance with policy, and initial
  - Forward the claim to the Executive Assistant or Administrative Assistant for processing.
- The Executive Assistant or Administrative Assistant will:
  - Enter approved receipts into Spendmap for appropriate budget coding and forward appropriate documentation to Finance for payment.
- Finance will:
  - Issue payment of the claim within 30 days of receipt of the claim.

**REFERENCES:**

[ADM-HR-013 Non-Union Meal Allowance Reimbursement Policy](#)

**COMPLIANCE:**

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

**REVISION DATES:**

September 2022  
September 2023  
May 2024