



## POLICY

<b>Policy Area: Finance</b>	<b>Subject: Travel and Expenses</b>
<b>Title of Policy: Travel and Expenses</b>	<b>Policy Number: 2.4</b>
<b>Approved Date: August 11, 2020</b>	<b>Approved By:</b>
<b>Effective Date: November 24, 2020</b>	<b>Revision Date:</b>
<p><b>1. Rationale or background to policy:</b></p> <p>1.1. To establish a procedure that will allow members to meet their fiduciary and association obligations within clear guidelines.</p> <p><b>2. Policy Statement:</b></p> <p>2.1. CSBA presence at the Provincial Annual General Meetings and other events and meetings held by partners in education is important to the mission of the Association.</p> <p>2.2. Travel expenses must be within the amounts approved annually by the Board of Directors as part of the budget approval process.</p> <p><b>3. Procedures:</b></p> <p>3.1. The Member Associations and partner associations are encouraged to communicate with the CSBA office to address CSBA attendance by the President or their designate at their annual general meeting in an appropriate time frame and where possible the Member or Partner Association should be prepared to cover the costs of registration for the CSBA representative.</p> <p>3.2. Travel expenses for one CSBA representative to attend the Annual General Meeting (other than registration and anything else the provincial association decides to assume) are to be assumed by the CSBA within the allotted funds.</p> <p>3.3. The President should consider the most economical way to ensure a CSBA presence while respecting the allotted funds in the budget, including consideration of sending another member of the executive or providing a greeting by videoconference, or pre-recorded video.</p> <p>3.4. At the first board meeting following the AGM, the CSBA Executive Director will provide an annual calendar of upcoming events, which has been discussed with the Finance Committee and which identifies who will be attending on behalf of the association.</p> <p>3.5. Amounts used to determine per diem or travel expense reimbursements should be based on federal government amounts and fluctuate accordingly.</p> <p>3.6. All reimbursements for travel shall be submitted with original receipts when possible on Appendix 5.6 Expense Claim Form.</p>	