

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Board and President/CEO Expense Policy

EFFECTIVE DATE: June 21, 2016

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all members of the Canadore College Board of Governors, including the College President/CEO.

2. PURPOSE AND PRINCIPLES

2.1 A board of governors may approve allowances for board members for travelling and living expenses incurred by members while engaged in the business of the board, but members shall otherwise not be remunerated by the board for undertaking the responsibilities of a board member. (O. Reg. 34/03, s. 10 (1).)

2.2 The purpose of this policy is to outline the principles and processes that pertain to travel, travel-related expenditures, and Board-related expenditures incurred by governors of the College while on Board business.

2.3 Board members will be guided by the Canadore College policies related to travel expenses, meal expenses, hospitality expenses, and this policy. Board members will use the associated forms for expense claims with the exception that a separate approval and reporting process will be established as outlined in this policy.

3. POLICY

3.1 Board members, including the President, will utilize the standard expense claim forms and adhere to the College travel regulations.

3.2 Forms with original itemized receipts will be submitted to the Board Secretary for review for accuracy and adherence to the College policies related to travel expenses, meal expenses, hospitality expenses, and this policy.

POLICY (continued)

- 3.3 The Board Secretary will authorize claims for payment if claims are consistent with the College policies related to travel expenses, meal expenses, hospitality expenses, and this policy, with the exception of the President’s expense claims which are authorized by the Board Chair on a monthly basis.
- 3.4 Exceptional or non-policy conforming items may be brought to the Board Executive Committee by the Board Secretary for assessment.
- 3.5 An expense summary report will be presented to the Board annually with comparisons to the previous year.

4. ROLES AND RESPONSIBILITY

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed every three years.