

## **COAST CONSERVATION ENDOWMENT FUND FOUNDATION**

### **BOARD OF DIRECTORS COMPENSATION AND EXPENSE REIMBURSEMENT POLICY**

This policy establishes guidelines for compensation and expense reimbursement for the Board of Directors (“Directors”) of the **Coast Conservation Endowment Fund Foundation** (The “Foundation”). It is the policy of the Foundation to reimburse Directors in accordance with the Foundation’s by-laws and as approved by its Members.

#### **1. General Guidelines:**

##### **1.1 Expense Reimbursement**

Directors are eligible to be reimbursed for eligible expenses incurred in the course of conducting Foundation business.

Directors submit their requests for eligible business expenses on an Expense Claim Form to the Foundation’s Accounting and Payroll Administrator for processing.

##### **1.2 Expense Submission Timelines**

All claims for expense reimbursement should be submitted within one month of incurring the expense. Expense reimbursement cheques will be issued promptly upon the receipt of a properly completed request.

##### **1.3 Expense Approval**

Expense reimbursement claims are approved by the Director of Finance and Administration or the CEO. The responsibility to observe the expense policies rests with both the Director and the authorizing staff member. By approving an expense claim the authorizing person certifies that the completed expense claim is in accordance with the Foundation’s policy and procedures.

##### **1.4 Completion of Expense Claim Form**

Using the attached Form as a guideline, the following information is required for audit purposes:

1. **Name** – The name and address of the Director claiming the travel expenses. Please inform the Accounting and Payroll Administrator of any changes to the mailing address.
2. **Purpose** – The purpose of the expense being claimed is required. The information should include the location of the meeting or function and the date of the meeting or function.
3. **Dates** – The date(s) the expenses were incurred.
4. **Signature** – The claimant must sign the expense claim form.

Original receipts are required to support all expense items except for the incidental and meal per diems and are to be attached to the Expense Claim Form.

Questions regarding this policy should be directed to the Board Chair or the CEO.

## **2. Specific Guidelines:**

### **2.1 Meals**

When travelling on Foundation business, Directors can claim the following stipulated meal per diems without receipts:

Breakfast Only	\$22.75
Lunch Only	\$22.75
Dinner Only	\$30.50
B & L Only	\$33.25
L & D Only	\$41.00
B & D Only	\$41.00
B & L & D	\$51.50
Incidental Only	\$12.25

Board members can claim meal per diems when not provided by a function, meeting, or transportation carrier. Alcoholic beverages cannot be claimed.

### **2.2 Transportation**

When travelling on business for the Foundation, all reasonable transportation costs will be reimbursed. Specific transportation expenses are detailed below:

**Airfare** - Economy class airfare will be reimbursed.

**Train** - Any fare class will be reimbursed.

**Car Rental** - When required, car rental costs for a mid-size vehicle will be reimbursed. Please request Government or First Nation's rates where applicable and if available.

**Taxi** – Actual taxi fare, excluding tips, will be reimbursed. Receipts are required.

**Parking** – all parking charges when travelling on Society business will be reimbursed. Receipts, when available, should be attached to the expense claim.

**Personal Car** – mileage will be reimbursed at a rate of \$.50/km. Total mileage for the trip is required on the expense claim, including starting point and end point of each trip. A separate mileage report should be included for claims of multiple trips. For example, "Airport to board meeting at Blue Horizon Hotel, 16km".

### **2.3 Accommodation**

Maximum reimbursement for accommodations per night is as follows:

Hotels in Vancouver:	Up to \$170 (before taxes) for low season (Nov – March) Up to \$250 (before taxes) for high season (April – Oct)
Private Residence:	\$30 maximum

It is noted that definitions for low/high seasonality may shift depending on the hotel. Directors are requested to inquire and use their reasonable discretion to determine high and low season for a given situation.

Board members may stay at the hotel of their choice; however reimbursement will be limited to the maximum amount stated above unless otherwise approved by the CEO. Directors eligible to receive First Nations rates are requested to book hotels utilizing First Nations rates when it is reasonably possible, at their discretion. Based on feedback from the relevant Provincial departments of government at this time, Directors are not eligible to receive government rates.

For reference only, please refer to Appendix A attached hereto for a list of hotels and their current “regular” and “First Nations” rates.

Receipts are required to claim accommodation charges.

### **2.4 Incidental Expenses**

Foundation guidelines also include an incidental expense allowance of \$12.25 per day if no meal per diem is claimed. This allowance is to cover a number of miscellaneous expenses not otherwise provided for, such as gratuities, phone calls, etc for each day or part day in travel status. No receipts are required to claim this expense allowance.

### **2.5 Effective Date**

Changes to the Board of Directors Compensation and Expense Reimbursement Policy are effective January 1, 2010.