



Vancouver School of Theology

Board Member Expenses

Adopted: July 2007

Modified: May 2011

This policy lays out VST policy on expenses incurred by Board members while engaged on VST business. Where attendance at Board meetings by members is combined with attendance at the meetings of other, independent organizations, and expenses are also available from that source, then members should charge expenses equally to VST and the other organization, or on a pro rata basis if attendance at the VST meeting is limited. This policy, without exception, refers to expenses incurred by Board members only. If travelling with a companion, expenses will only be reimbursed for the Board member only.

This policy also applies to members on committees of the Board of Governors. To reduce incurred costs, it is recommended that meetings of committees be scheduled around the meeting time of the Board. Alternatively, members may meet via conference call.

Receipts

Original, itemized, dated receipts (including reference to HST) filed with the attached expense form are required to support claims.

The following are reasonable expenses incurred by Board members that VST will reimburse:

Travel

Public Transit:

- Whenever feasible use of public transit is encouraged
- Costs reimbursed with receipts
- www.translink.bc.ca

Motor Vehicle:

- Reimbursed at a rate of \$0.45 per kilometre
- All tolls (bridge, tunnel, highway) will be reimbursed with receipts
- Car rental must be pre-approved by the Principal
- Taxi fare to a limit of \$50.00 per trip with receipts. Vouchers for Yellow Cabs are available from the Principal's office, for journeys booked in advance through the office, e.g. to or from Vancouver International Airport.

Ferries:

- Costs reimbursed with receipts

Air:

- Bookings should be made by individuals based on the lowest available economy fare at the time the dates of the Board and/or committee meetings are confirmed
- Arrangements for longer stays must not incur additional costs to VST
- Airport Parking will be reimbursed on submission of receipts

Accommodation

- Accommodation will normally be arranged for Board members who give timely notice at the VST Guest Rooms or other suitable location on campus
- Accommodation off site must be preapproved by the Principal
- VST will only reimburse the allowable cost of off-site accommodation up to the internal VST rate (exclusive of taxes) unless accommodation at VST or other suitable locations on campus is unavailable

Meals

- Meals are provided throughout the course of the meetings
- Additional meal expenses will be reimbursed to a maximum of \$50.00 per day with receipts (inclusive of taxes and gratuities)
- Alcohol expenses will not be reimbursed

Gifts/Hospitality

All gifts or hospitality in lieu of normal expenses related to accommodation and meals must be pre-approved by the Chair or the Principal. Normally, such costs would not exceed \$100.00 per meeting.