



BOARD Policy

Division:	Financial Services	BRD-0340-50
Title:	Reimbursement of Directors' Travel and Other Expenses	005

1. PURPOSE

1.1 To provide clarification regarding reimbursement of travel and other expenses.

2. SCOPE

2.1 This policy applies to all Directors and Alternate Directors who incur expenses while engaged in Sunshine Coast Regional District (SCRD) business.

3. DEFINITIONS

3.1 **"SCRD Business"** means activity that furthers the business of the SCRD and may require Board consideration or decision, including attendance at conferences, conventions, meetings, and seminars.

4. POLICY

4.1 The SCRD will reimburse Directors and Alternate Directors for reasonable food, accommodation, and travel expenses in accordance with the attached Schedule of Allowable Expenses.

4.2 Directors claiming expenses in accordance with this policy should be aware of the following general guidelines:

4.2.1 The most economical mode of transportation is to be used, unless there is a specific reason to choose otherwise (flying may be preferable to driving more than 3 hours, one way).

4.2.2 The per diem rate may not be claimed when meals are provided as part of the registration for a conference, convention, meeting, or seminar.

4.2.3 When some but not all meals are included, expenses may be claimed for the additional meal(s) when travelling. The amount payable for the additional meal(s) will be the actual cost of the meal, or the amount outlined in the attached Schedule of Allowable Expenses. If the actual expense is greater than the amount outlined in the attached Schedule of Allowable Expenses, the receipt must be attached to the claim.

4.2.4 The per diem rate may be claimed for travel days when travelling for more than half a day, subject to the above limitation.

4.3 Expense Report Forms submitted to the SCRD may be published quarterly, either on the SCRD's website or as part of a committee agenda.

5. EXCEPTIONS

5.1 Meal expenses incurred within the SCRD will not be covered under this policy.

5.2 Expenses incurred while engaged in Constituency business are exempt from this policy as they are covered under the Constituency Expenses policy.

5.3 Expenses submitted for reimbursement to any other organization or agency will not be reimbursed.

6. AUTHORITY TO ACT

6.1 Chief Administrative Officer (CAO) and Board Chair

6.1.1 To review and approve Directors' expense claims with the Board Chair in a manner consistent with this policy and attached Schedule of Allowable Expenses prior to payment.

a) Board Chair expenses will be reviewed and approved by the CAO and Vice-Chair.



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- b) Expenses denied by the Board Chair or CAO may be approved through a vote of the Board at the request of the Director.

6.2 Directors and Alternate Directors

- 6.2.1 To submit expense claims in a manner consistent with this policy using the Expense Report Form.
- 6.2.2 The Expense Report Form is the only form used for claiming travel and related expenses. Expenses for more than one trip can be claimed on one form, but the claim must be approved and submitted within 60 days of the earliest expense incurred.
- 6.2.3 Complete the Expense Report Form under each heading and review for accuracy. Attach receipts, unless the per diem rate is being claimed (which does not require receipts). The per diem rate may not be claimed when meals are provided as part of the function and paid for as part of the registration.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

7.1 BRD-0340-50-010 Constituency Expenses

7.2 *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021*

7.3 Expense Report form

Approval Date:	September 14, 2000	Resolution No.	409/00
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SCHEDULE OF ALLOWABLE EXPENSES

1.	Commercial accommodation	Actual cost
2.	Non-commercial accommodation	\$35.00 per night
3.	UBCM Annual conference and accommodation <i>(Chair, Electoral Area or Municipal Directors only)</i>	Actual cost
4.	AVICC conference and accommodation <i>(Chair, Electoral Area or Municipal Directors only)</i>	Actual cost
5.	Course or conference registration fees	Actual cost
6.	Required course material	Actual cost
7.	Private Motor Vehicle use	Amount equal to Provincial reimbursement
8.	Ferry transportation	Actual cost
9.	Air transportation	Actual cost of regular economy fare
10.	Public Transit	Actual cost of fare or monthly pass
11.	Bicycle or e-bike	50% of the equivalent private motor vehicle use rate
12.	Telephone	Actual cost
13.	Meal charges including gratuities (no receipts required)	Breakfast \$21.35 Lunch \$21.60 Dinner \$53.00
14.	Provincial and Federal taxes applicable to allowable expenses	Actual cost
15.	Incidentals (drycleaning/laundry, photocopying/business related fees, portage, internet fees. (No receipts required, overnight travel only)	\$17.30
16.	Per Diem rate (no receipts required, overnight travel	\$113.25 per day (in lieu of meals charges)



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only)

exclusive of accommodation

17. Parking

Actual cost

18. Taxis

Actual cost