

SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

**Expense Reimbursement Policy for
Professional and Volunteer Development**

The purpose of the policy is to provide guidelines for the reimbursement of expenses incurred by Directors, committee members and staff who participate/engage in activities related to professional and volunteer development.

The operating budget includes support for attendance to professional and volunteer development learning opportunities. The Foundation recognizes that there may be unforeseen learning opportunities and attendance may be considered when those opportunities arise.

Qualifying expenses will be reimbursed when submitted with accompanying receipts and/or supporting documentation.

Qualifying expenses include:

- a) Registration fees,
- b) Incidentals including ground transportation, parking and connectivity services,
- c) Mileage will be reimbursed at the July 1st rate listed for the current year, by the National Joint Council,
- d) Accommodation (when necessary),
- e) Flight expenses (when necessary),
- f) Meal allowance up to \$85.00 per day.

Other expenses may be considered for reimbursement on a case-by-case basis by Board Chair and Treasurer.

This policy is to be reviewed every three years.

ADOPTED at a meeting of the Board of Directors of the Foundation:

DATE: January 14, 2020

Chair _____ **Aaron Martyniw**

Secretary _____ **Michele Polinuk**

Original Expense Reimbursement Policy was adopted by the Board on April 12, 2011