



**CVBC Council & Committee Members
Expense Reimbursement Policy**

Compensation for Meeting Attendance:

Meeting Description	Compensation
In-Person Meetings (and Hearings)	Up to 4 hours: ½ Day Rate of \$300 More than 4 hours: Full Day Rate of \$600
Videoconferences lasting more than 3 hours	3-4 hours: ½ Day Rate of \$300 More than 4 hours: Full Day Rate of \$600
Videoconferences lasting up to 3 hours	Hourly Rate of \$60/hour
Teleconferences	Hourly Rate of \$60/hour

Additional Reimbursements for In-Person Meetings:

Meals (no receipts required, but must be on travel status)	Travel (receipts required)	Hotel/Accommodation (receipts required)
<p>Up to \$65 per day if no meals are provided, or maximum of each applicable meal:</p> <p>Breakfast: up to \$15; travel must have commenced before 7AM Lunch: up to \$20; travel must have commenced before noon Dinner: up to \$30; travel must have ended after 6PM (no additions for snacks or for meal provided during meeting/event)</p>	<p>BC Government rate for mileage, currently \$0.55 km.* Receipts are not required just a log of travel and distances that includes a google map to support this. Please note mileage is NOT paid for a vehicle on a ferry.</p> <p>Airfare, taxi, transit, parking, etc.— receipts required.</p> <p>Pre-approval is required for any airfare charges that are not Economy.</p>	<p>Current negotiated best-rates for hotels, whenever possible.</p> <p>Accommodation without a receipt may be claimed at \$35 per night</p>

*will be adjusted periodically as the government rate changes currently this is the April 1, 2019 rate.

https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf

Policy Intent: to compensate Council and Committee members' time; to defray out-of-pocket expenses when attending to CVBC business in person, and to reimburse in a fiscally-accountable manner.

Personal Travel: Travel that combines CVBC and personal business must be reimbursed at the lesser of actual transportation expenses; or an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place. Additional expenses arising from personal extensions to CVBC-related travel are the member's responsibility. Expenses for a member's spouse or family members are not reimbursable, however it is acceptable for a spouse or direct family member to travel with you.

Hotel/Accommodation: The office negotiates the best possible rates with local hotels, and at event hotels. A list of best-rate hotels is available from the office and updated from time-to-time. For the most current best-rate hotels list, please contact the CVBC office. Under normal circumstances, Council and committee members will only be reimbursed up to the current best-rate, and not a personal hotel of choice.

Invoicing for Time: Time spent in travelling to the CVBC office for an in person meeting is contemplated within the set rates for in-person meetings.

Other/Miscellaneous Expenses: Miscellaneous expenses, postage and photocopying charges may be claimed, with receipts when possible.

- Childcare and pet care are not billable to expenses
- Training is only billable if it has prior approval and is directly beneficial to the CVBC

Meeting Attendance Reimbursement: Is calculated automatically by the office based on reported attendance by staff

Claiming Expenses: Expense Claim Forms are available from the CVBC office, in either hard or digital (Word or Excel) copy. Please submit either by mail, fax, email or hand delivery. **Expense claims should be submitted within 30 days of expense incurrence and must be submitted within 90 days. The CVBC fiscal year ends on June 30, and expense claims filed must be submitted no later than 15 days after fiscal year end. If these deadlines are not met expenses may not be accepted.**

Policy Applies to: CVBC Council and committee members

Review: CVBC Council and Committee Members Expense Reimbursement Policy is to be reviewed annually.