

BOARD PROCEDURE No. 1.5 – Board Member Expenses

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Board
Parent Policy:	Board Policy No. 1 – Board Policies are Our Primary Means of Governance
Approval Date:	March 7, 2022
Effective Date:	March 7, 2022
Procedure Owner:	Board of Governors
Procedure Administrator:	Board Coordinator

Overview:

Members of the Board of Governors may incur expenses, in accordance with the conditions stipulated in this procedure, for the performance of their duties as members of the Board.

This procedure identifies criteria and requirements for Board members to receive reimbursement for hosting, travel and related expenses; identifies when approval is required, how it is obtained and how expenses are reimbursed.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance.

Procedures:

Hosting, Travel and Related Expenses

- Expenses are to be incurred in a prudent and cost-efficient manner with due consideration for economy, time and the College’s accountability to the public.
- Board members are expected to attend the below meetings/events in person. Pre-approval to travel to and from these meetings/events is not required.
 - Board meetings
 - Board retreats
 - Honourary diploma event
 - Convocation
 - Special meetings as approved by the Board Chair
- Pre-approval for travel to any other meeting/event (e.g. Committee meetings) is required. When practical, other means of conducting business should be considered (e.g. teleconference).
- When travel is authorized, the most direct, practical and cost effective route and mode of transportation is to be used.
- Reasonable expenses incurred while engaged on Board business are reimbursed in accordance with the following College Procedures ¹:
 - Hosting Procedure
 - Travel and Related Expenses Procedure
 - Vehicular Travel Procedure
- Board members may be denied reimbursement of expenses where prior approval, in accordance with this procedure, was not obtained. These will be subject to the Board Chair or Chair of the Finance and Audit Committee’s discretion. Reimbursement of expenses that exceed the amount pre-approved by the Board Chair will be subject to the Board Chair’s discretion.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- Expenses reimbursed to Board members will be disclosed in accordance with the NorQuest College Disclosure of Travel and Expenses Policy.

Steps

1. Prior to committing to incurring any travel related costs, Board members are to complete a Travel Authorization Form and submit the form to Board Operations who then provides it to the Board Chair for approval.
2. Board members requesting reimbursement of hosting, (as per the hosting definition), and/or travel and related expenses, are to summarize expenses on the Board Member Expense Summary Form, attach the original receipts and submit to Board Operations.
3. Board Operations facilitates processing of expense reimbursement requests for Board members.
4. Board Chair approves expense reimbursement requests.

Hosting: refers to an event directly relating to Board business that is sponsored by Board Operations or a Board member and where expenses are incurred for food, beverages (not including alcohol) and other services.

Travel: refers to expenses incurred while on Board business including airfare, transportation, accommodation, meals, per diem for incidentals and other out of pocket expenses.

- [Board Policy No. 1 – Board Policies are Our Primary Means of Governance](#)
- [Board Policy No. 10 – Bylaws of the Board of Governors](#)
- [Disclosure of Travel and Expenses Policy](#)
- [Hosting Procedure](#)
- [Travel and Related Expense Procedure](#)
- [Vehicular Travel Procedure](#)
- [Board Member Expense Form](#)
- [Alberta Post-Secondary Learning Act SA2003 – Section 55 and 56](#)

February 2025
This procedure will be reviewed at least once every three years

May 2015: New
March 2020
February 2022

¹ Bylaws of the Board of Governors – Article 8.3