

Title	Reimbursement of Expenses
By-Law Number	205
By-Law Category	B
Approving Body	Board of Governors
Approval Date	May 26, 1994
Date Last Revised	March 31, 2016; January 14, 2021; March 26, 2026
Next Review Due	March 2030

Section 1: Purpose

- (1.1) This By-Law provides guidance on fiscally responsible expenses reasonably incurred by Board members and the process for reimbursement of such expenses.
- (1.2) This By-Law fulfils the Board's statutory duty, pursuant to section 19(5)(c)(iv) of the *College and Institute Act*, to make by-laws providing for the reimbursement of Board members' expenses.

Section 2: Scope

- (2.1) This By-Law applies to all Board members who incur expenses in fulfilling their responsibilities as a Board member. With respect to any elected or ex officio Board members employed by College, this By-Law applies to the extent that an expense is reasonably associated with their responsibilities as a Board member, as opposed to arising in the course of their employment at Langara College.

Section 3: Definitions

- (3.1) In this By-Law:

"Act" means the British Columbia *College and Institute Act*.

"Board" means the Langara College Board of Governors, as defined in the *College and Institute Act*.

"Board Chair" means the Chair of the College's Board of Governors, as defined in the *College and Institute Act*.

"business" means Board meetings, committee meetings, conferences, conventions, workshops, seminars and other College activities and events where Board members have been approved to attend as a representative of the Board.

"College" means Langara College.

"expenses" means costs incurred by members for Board business such as transportation, parking, accommodation, meals, and registration fees and may include a mileage allowance for the use of a member's own automobile.

"member" means an individual appointed, elected or serving ex officio on the Board.

Section 4: Guiding Principles

- (4.1) The College is accountable for the prudent administration of public funds, including the responsible management of Board members' expenses relating to Board business.
- (4.2) Board members must exercise their best judgment when incurring expenses in order to minimize cost and maximize benefit to the College.
- (4.3) Subject to this By-Law and any applicable rules or policies, Board members are entitled to reimbursement of all reasonable expenses incurred while on Board business.
- (4.4) All expenses for business other than Board meetings and Board committee meetings must be pre-approved by the Board Chair.
- (4.5) Reimbursement of expenses for transportation, accommodation, and meals shall be consistent with government travel allowances applicable to Crown Agency Board appointees. Further, this By-Law shall be interpreted in a manner consistent with College policy C3002 *Business, Travel, and Hospitality Expenses* as it relates to meals and per diem allowances, accommodation charges, gifts, and transportation.
- (4.6) When a Board member holds a position on an outside organization or committee by reason of being a Board member and incurs expenses arising from responsibilities to that organization or committee, those expenses should ordinarily be borne by that organization or committee. However, if the outside organization or committee is unable to reimburse the Board member for such expenses, subject to approval by resolution of the Board, those expenses shall be reimbursed by the College.

Section 5: Process

- (5.1) Claims for reimbursement must be approved by the Board Chair. In the case of claims by the Board Chair, such claims for reimbursement must be approved by a Vice Chair and a member of the Board's Audit and Finance Committee.
- (5.2) No Board member may approve their own claims for reimbursement.
- (5.3) No Board member may submit or approve a claim for reimbursement if doing so would constitute a conflict of interest under By-Law 200, Code of Conduct and Conflict of Interest.
- (5.4) Board members may submit claims for reimbursement of business expenses through the prevailing method used by the College for expense claims. Claims should be supported by original receipts with details to support expenses incurred, or reasonable alternatives if an original receipt is not available.
- (5.5) Claims for reimbursement should be submitted no later than one month following the date incurred. This deadline may be extended at the discretion of the Board Secretariat.
- (5.6) The following expenses may not be claimed for reimbursement:
 - (a) Alcoholic beverages other than in the circumstances of special protocol or external functions;
 - (b) Vaping, cannabis, tobacco, or analogous products;
 - (c) Non-hospitality entertainment costs, including tickets to shows or sporting events;
 - (d) Luxury travel or accommodation upgrades, if the equivalent expense would be inadmissible for an employee under the equivalent College policy or procedures;
 - (e) Travel expenses incurred for a Board member's family member, friend, or associate;
 - (f) Political contributions, including fundraisers, to support a political party or the election of any person to any level of government;
 - (g) In the case of elected Board members, costs related to their own election or re-election;

- (h) Any part of an expense which has already been reimbursed by the College or another entity; and
- (i) In accordance with the indemnification provisions of section 9.3 of Board By-Law 201 Board Operations, any fines, penalties, late fees, or analogous charges occasioned by the Board member's own wilful neglect or default.

Section 6: Review Date

- (6.1) A review of this By-Law should be completed no later than every four years.

