

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

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.

Section 2: Scope

- (2.1) This By-Law applies to all Board members who incur expenses in fulfilling their responsibilities as a Board member.

Section 3: Definitions

- (3.1) In this By-Law:
 - “**Board**” means the Langara College Board of Governors.
 - “**business**” means Board meetings, committee meetings, conferences, conventions, workshops, seminars and other College activities and events where Board members 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 business expenses.
- (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) 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 at a Board meeting or 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.
- (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 the Board Chair, claims for reimbursement must be approved by a Vice Chair and a member of the Board Audit and Finance Committee.
- (5.2) Board members must submit claims for reimbursement of business expenses on an expense claim form available from the Board Secretariat. Claims must be supported by original receipts with details to support expenses incurred.
- (5.3) Claims for reimbursement must be submitted no later than one month following the date incurred.

