

KENORA DISTRICT SERVICES BOARD  
**POLICY and PROCEDURE**

<b>TITLE:</b> TRAVEL and ACCOMMODATION (Board Members and Non-Staff)	<b>SECTION:</b> HUMAN RESOURCES
<b>DATE:</b> SEPTEMBER 2, 1998	<b>POLICY NO.:</b> KDSB-HR-I-01
<b>APPROVED BY:</b> MOTION 1998-05	<b>REVISED:</b> Motion 2001-28; Motion 2006-25 Motion 2007-88; Motion 2009-70 Motion 2011-127

**1. POLICY STATEMENT**

It is the policy of the Kenora District Services Board to encourage the attendance of Board Members at events (conventions, conferences, workshops and seminars) dealing with the aspects of the provision of District services for the purpose of assisting them in the performance of their duties and they will be entitled to reimbursement of expenses as per the procedure herein.

**2. PROCEDURE**

**2.1 Approval**

- (1) Requests to attend an event must be pre-approved by the Board through passage of a resolution. In the event that the timing of a Board meeting would create a problem in granting approval to attend an event, approval may be given by the Chair of the Board.
- (2)
  - (i) The number of Board delegates for any one event is a maximum of two (2) unless deemed otherwise by the Board. One of the two delegates shall be a Board Member representing the Unincorporated Area and the other delegate shall be a Board Member representing municipalities.
  - (ii) The Board shall approve a list of events deemed to be in the best interests of the Board for delegates to attend and such events will be included in the annual budget allocations for the Board.
- (3) Attendance at meetings, conferences of organizations to which a Board Member has been appointed or elected, at the concurrence of the Board, do not require pre-approval by the Board.

**2.2 Travel**

- (1) Board Members travelling outside the Kenora district will use:
  - (i) commercial carriers, if expedient to do so; or
  - (ii) his/her personal vehicle for which the amount eligible for reimbursement will be the lesser of the mileage allowance or the appropriate commercial fare.
- (2) The Office of the Chief Administrative Officer will be responsible for travel arrangements by commercial carrier provided the individual has supplied the required information.

**2.3 Accommodation**

- (1) The Office of the Chief Administrative Officer will be responsible to arrange for accommodations, if required.
- (2) The Board will reimburse accommodation charges to the individual at the rate established by the hotel for corporate clients (if applicable).

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2.4 Transit Allowance (Public Conveyance, Vehicle Rental)

- (1) Transit allowance must be requested at the time of the travel arrangements.
- (2) The Board will reimburse transit expenses incurred on Board business for amounts above the transit allowance where receipts are furnished and provided the most economical means of transit was utilized.
- (3) The Board will reimburse the total costs of vehicle rental provided such vehicle rental has been pre-approved by the Board and provided a personal vehicle was not available. Vehicle rentals will only be reimbursed for unusual or unforeseen circumstances, if not previously approved and only by resolution of the Board.

2.5 Resource Materials

- (1) The purchase of resource materials will not be reimbursed unless approval of the Board was given at the time of travel approval.

2.6 Amounts Eligible for Reimbursement

- (1) The following guidelines will be used in determining the amount eligible for reimbursement under this policy:
  - (i) Mileage at the established by the Board and amended from time to time.
  - (ii) Meals:
    - a] \$62.00 per day within the Kenora, Rainy River and Thunder Bay Districts (local rate area) and \$80.00 per day outside the local rate area, except where meals are included as part of the registration fee or are required for part days only, in which case the following breakdown will apply (including gratuities):

	Local Rate Area	Non-Local Rate Area
Breakfast	\$12.50	\$15.00
Lunch	\$18.50	\$25.00
Dinner	\$31.00	\$40.00

- (iii) Transit Allowance (no receipt):
  - a] within the local rate area - to a maximum of \$30.00 per day
  - b] outside the local rate area - to a maximum of \$50.00 per day
  - c] amounts claimed in excess of the amounts above require a receipt
- (iv) Per Diems:  
Board Members will be entitled to receive a per diem of \$110.00 for attending Board or Board Committee meetings or events except a per diem of \$55.00 shall be paid to Members who attend via teleconference or videoconference.

2.7 Non-Staff individuals who are members of a Board Committee will be entitled to reimbursement of expenses (i through iv above including per diems) in accordance with this policy, provided their attendance at such meetings, conventions, seminars have been pre-approved by resolution of the Board or is required to attend due to the nature of the work of the Committee. Non staff members who have not been reimbursed for per diems will be paid accordingly retroactive to January 1, 2011.

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- 2.8 Costs incurred by a spouse or non-employee are not eligible for reimbursement except those noted in 2.7 of this policy.
- 2.9 Cost incurred for items of a personal nature such as entertainment, hotel services, alcoholic beverages or spousal programs are not eligible for reimbursement.
- 2.10 Travel advances will be available upon request to cover the eligible expenses as noted in this policy provided such request has been received by the Director of Finance at least ten (10) days before commencement of the event.
- 2.11 Travel claims must be submitted within ten (10) days of the completion of the event.
- 2.12 Board Members attending events shall submit a written report of the events subjects and/or undertakings within two weeks of the conclusion of the event.