

Board Self (Governance)

Board Remuneration

GFOA Alberta – Policy Manual

Policy Type: Board Self (Governance)	Number: 2.2.6
Policy Name: Board Remuneration	Original Effective Date: May 6, 2020 Date of Last Amendment:
<p>Policy</p> <p>The Board of Directors (Board) positions are volunteer positions and remuneration for time will not be paid to representatives of GFOA Alberta (“representatives”). The Association does recognize that some of the Board work may require travel and some out of pocket expenses to incur, for which the Association will reimburse in the cases where the performance of their duties was not reimbursed by the municipality. Representatives include members of the Board, Task Forces, Special (Ad Hoc) Committees, the Committee on Canadian Issues (CCI) and Administration. The remuneration policy for Representatives reflects the interests of the membership.</p> <p>If remuneration is required, all expense claims, with receipts will be reviewed and approved by the GFOA Alberta President prior to any reimbursement being issued.</p> <p>Authorization:</p> <p>Travel may be authorized where the purpose for travel cannot be adequately met through correspondence, telephone, or other means of communication.</p> <p>The method of transportation is at the discretion of representatives and will normally be the most direct and economical, considering such factors as the purpose of the trip, costs incurred in subsistence, and the amount of the fare or mileage cost, in accordance with the budget as approved by the Board. In an effort to keep membership fees as low as possible, the Board, Task Forces and Special Committees, as volunteer members, are encouraged to claim out of pocket expenses only.</p> <p>Travel expenses require pre-approval (based on reasonable estimates) of the President or Vice President. Evidence of the pre-approval is required for payment of any expenses incurred.</p> <p>Transportation:</p> <p>It is expected that representatives determine the most economical and practical method of transportation available.</p> <p>Private Vehicle Travel</p> <p>In exceptional circumstances, mileage allowances are paid for the specific purpose of reimbursing representatives for the actual cost of using their vehicles on GFOA Alberta business. When applicable, the Representative will be reimbursed at the rate prescribed by the Province of Alberta.</p> <p>Where mileage allowance is not provided, the cost of fuel will be reimbursed with supporting receipts.</p> <p>Ground Transportation</p> <p>Representatives on travel status may, upon submission of a receipt, claim the actual and reasonable cost of public transit, taxi, and rental car or airport bus service incurred for business purposes. Representatives are encouraged to utilize public transit as a first means of transportation whenever possible.</p> <p>Parking</p> <p>Parking fees will be reimbursed at actual cost when supported by receipts. Normal meter parking fees may be claimed without a receipt.</p> <p>Air Travel</p> <p>Representatives are required to take advantage of seat sales and excursion rates wherever possible, but in no instance are permitted to travel at a cost exceeding economy airfare rates. Reimbursement is for the actual cost of the fare and must be supported by receipts.</p> <p>Accommodations:</p> <p>Representatives on travel status required to be away from their regular place of residence overnight may claim the actual and reasonable cost of commercial accommodation upon production of a receipt. Alternatively, representatives may claim an allowance of \$50.00 per night if staying at private, non-commercial accommodation. The claiming of an accommodation allowance does not require a receipt.</p> <p>Meals:</p> <p>When traveling on Association business, Representatives may purchase a meal and claim either the actual cost of a meal or a meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to 15 percent of the meal cost. The meal allowances are equivalent to the rates prescribed by the Province of Alberta for breakfast, lunch and dinner. The claiming of a meal allowance does not require a receipt. In an effort to keep membership fees as low as possible, the Board, Task Forces and Special Committees, as volunteer members, are encouraged to pay for their meals during travel.</p> <p>Extraordinary Expenses:</p> <p>If unusual expenses, not outlined in this policy are incurred, Representatives may be entitled to reimbursement of the costs upon presentation of receipts and approval by the President.</p> <p>Travel Outside Canada:</p> <p>Any travel out of country by a GFOA Alberta Representative where costs may be incurred by the Association, must be approved by the Board prior to travel. Upon approval, the travel and subsistence rates provided by the Association may be claimed by the Representative at a rate equivalent to the currency of the country in which the expenditure was incurred.</p> <p>Procedure:</p> <p>Expense claims are to be completed as soon as possible after return from travel on the attached Travel Claim form.</p> <p>The GFOA Alberta President and Treasurer will approve the Travel Expense Claim form for reimbursement.</p>	