

# POL003

## BOARD TRAVEL AND EXPENSE POLICY

The printed copy of this document may be superseded without notice.  
Please refer to the on-line electronic version on the Canadian Blood Services Intranet for the most current version.

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### Purpose

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The purpose of this policy is to outline the policy framework for the remuneration of directors. It outlines the process and requirements for reimbursing members of the Board of Directors for travel and expenses, as well as the payment of honoraria.

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### Policy

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#### HONORARIA

Board Directors are compensated for carrying out their duties according to the guidelines as established by the Members of the Corporation:

##### ***Director Remuneration:***

Honorarium/Retainer	Compensation Amount
Annual Retainer for Chair	\$ 15,000 <i>per annum</i>
Meeting Honorarium*	\$ 750.00 <i>per diem</i>
Meeting Preparation Honorarium**	up to 2 days for the Chair @ \$ 750.00 <i>per diem</i> up to 1½ days for Committee Chairs @ \$ 750.00 <i>per diem</i>
Special Meeting Preparation***	up to 1 day for Directors @ \$ 750.00 <i>per diem</i> up to 1½ days for special Committee meetings @ \$ 750.00 <i>per diem</i>
Travel time for Meetings	up to 2 days for Directors @ \$ 500.00 <i>per diem</i>
Honorarium for "Days on Business"****	\$ 750.00 <i>per diem</i>

\* *Meeting days include official meetings of the Board and its Committees.*

\*\* *Only one of these may be requested.*

\*\*\* *Special meetings are those called at the same time as regular Board meetings.*

\*\*\*\* *Days on business include teleconferences, meetings on behalf of Canadian Blood Services, discussions between Board and EMT members related to Board or Committee business, attendance at conferences on behalf of Canadian Blood Services or project work requested by Canadian Blood Services. Time may be accumulated to make up a day or half-day (4 hours) minimum.*

## **TRAVEL**

### ***Air Travel:***

For air travel scheduled for over three (3) hours of time in the air in one day, business class will be allowed; otherwise economy fares must be used.

Example: 1) Same day flight -Winnipeg to Toronto flight- 2.5 hours, change planes in Toronto and fly onto Ottawa- 1 hour. Business class allowed.

2) Two day trip- Winnipeg to Toronto- 2.5 hours, overnight in Toronto, next day flies Toronto to Ottawa- 1 hour; no business class allowed on either flight.

### ***Upgrades:***

Directors may use their personal upgrade certificates for a higher class of fare, as long as there is no increased cost to CBS.

Directors are encouraged to obtain lesser fares where possible. If Saturday night stays result in cheaper flights, accommodation and meals will be paid for by Canadian Blood Services, at the regular reimbursement rate, provided that the total amount does not exceed the equivalent regular priced airfare.

### ***Temporary Residence:***

CBS will reimburse return air travel to and from a permanent or temporary residence for a Board member, within North America. If the temporary residence is outside of North America, pre-approval of reimbursement of travel costs must be obtained from the Board Chair.

### ***Combining Personal and Business Travel:***

Personal/vacation travel may be combined with business travel provided there is no additional cost to Canadian Blood Services.

### ***Mileage:***

If Directors use personal automobiles to travel to a meeting, mileage may be claimed up to the amount of the most economical airfare. The mileage rate is indicated on the Travel and Expense Claim Form for travel using personal automobiles. Periodic updates to the mileage rate will be communicated.

## **BUSINESS EXPENSES**

### ***Hotel Expenses:***

Hotel expenses for meetings will ordinarily be paid by Canadian Blood Services. This will include room costs and telephone charges. For travel on business where Canadian Blood Services is not paying for the room, the cost for the room and telephone access may be claimed. Corporate hotel rates must be requested.

### ***Meal Expenses and Incidentals:***

The rates for meals and incidentals are those published by the National Joint Council of the Public Service of Canada. Periodic updates to the rates will be communicated.

Where Canadian Blood Services provides and pays for meals during a Board meeting, these may not be claimed as part of a *per diem*.

For travel outside Canada, adjustments will be made to these amounts to take into account higher costs in the country involved.

Hospitality and entertainment will be reimbursed at the discretion of the Board Chair.

### **Policy Scope**

This policy applies to members of the CBS Board of Directors for expenses incurred while on CBS, CBSI, or CBSE business.

### **Roles and Responsibilities**

The Honorarium Claim Form and Travel and Expense Reimbursement Form must be completed and forwarded to the Legal Division as soon as possible following the activity undertaken. Designated staff in the Legal Division will review the forms and verify compliance with this Policy prior to approval of any expense or honoraria claim. Should the reviewer have any concerns in regard to the claims, it is referred first to the Corporate Secretary, and to the Board Chair if necessary.

CBS staff will submit honoraria claims on behalf of directors for all official meetings of the Board and its Committees. For other claims, directors should submit an Honoraria Claim Form.

### **Compliance**

Billings should indicate both the date and purpose of all days on business. Original receipts or reasonable facsimile are required for all expenses except for the amounts for meals and incidentals.

## Definitions

The following statements provide assistance in the interpretation of this Policy.

1. Canadian Blood Services is only responsible for reimbursing Directors for Board and Committee meetings in accordance with this policy, for matters directly related to performing the business of Canadian Blood Services or its subsidiaries.
2. Meeting days are claimed in half-day portions. For example, when a meeting ends near mid-day, one-half ( $\frac{1}{2}$ ) day can be claimed for that meeting day.
3. There is an expectation that directors will perform some duties, without an expectation of remuneration. These include, but are not limited to, Donor Recognition Events and education sessions that are not imperative for Board members to attend. Where Board members attend such events, expenses will be reimbursed for these events at the allowed rates.
4. If aggregate travel time, via the most direct route is four (4) hours or less, Directors may claim one-half ( $\frac{1}{2}$ ) day travel time. If aggregate travel time is over 4 hours, Directors may claim a full day. A maximum of 2 days travel time will be permitted for meetings.
5. When a meeting is a half-day, Directors will be able to claim up to one day of travel in addition to the half-day work claim.
6. Directors will not be paid the honorarium when inclement weather or other non-Canadian Blood Services events or circumstances precludes traveling after attending a meeting. It is expected claims for expense reimbursement will be made and paid at the regular rates cited in this policy.
7. Original receipts or reasonable facsimile are required for all expenses except for meals and incidentals. Reimbursement will not be possible without receipts to support the expenditure.
8. Incidentals - the amount is intended to defray the costs associated with travel such as internet fees, tipping, hotel laundry charges, etc.
9. Any dispute relating to the application of these guidelines will be submitted to the Chair of the Board for resolution.
10. An approval signature by the manager of the Board cost centre indicates that the claim is in compliance with the requirements of this policy.

**References**

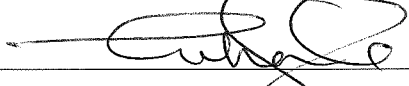
Travel rates - National Joint Council web site: [www.njc-cnm.gc.ca](http://www.njc-cnm.gc.ca)  
Board resolution – Meeting of 6 February 2014

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**Approval**

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Approved By: \_\_\_\_\_



Approver Name and Title: Dr. Graham Sher, CEO

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