



OEBC Directors' Travel & Expense Guideline

OEBC will reimburse individuals for reasonable expenses incurred while conducting business on its behalf. The CEO regularly reviews this policy and serves as the decision authority concerning any expense reimbursement irregularity or disagreement.

Please Note: The costs of your spouse, partner, family members, etc., are not considered part of OEBC expenses and will not be covered.

Please contact the Executive Assistant to help interpret the policy, seek pre-approval where required, or apply it to your circumstances.

Who does this policy apply to, and what is covered?

Individuals carrying out work related to an OEBC meeting are reimbursed for reasonable expenses. OEBC provides written confirmation that the individual will be attending an event and is authorized to book travel to and from the event. Expense claims are processed according to this travel and expense policy.

Why do we have an expense policy?

This travel policy provides equitable treatment of all individuals working or volunteering with OEBC and compliance with acceptable accounting practices. It also helps us stay on budget.

Expense Claims / Receipts

For reimbursement, submit a signed OEBC Expense Form accompanied by the original, itemized receipts as a PDF by email to the Executive Assistant or by regular postal service within two weeks of the work event and no later than 30 days. If expense receipts are not mailed to OEBC, it is your responsibility to retain these per CRA Guidelines.

Please note: OEBC will confirm receipt of your emailed expense claim. If you have not received confirmation within three business days of sending the claim via email, please follow up.

Original, itemized receipts are required:

- For flights / other forms of travel: a complete copy of the itinerary - showing the date of booking (date of issue), dates and location of travel and itemized fees.
- For meals: the original detailed itemized receipt(s) and total payment (e.g., credit card receipt).

Expense claims with missing or incomplete receipts will result in increased administration work and delay processing your expense claim. Please include all appropriate receipts in your expense claim submission and double-check before submitting it. OEBC administration appreciates your help!

Reimbursement will usually occur within two weeks of receipt at the OEBC office. Ineligible expenses will be deducted, and an explanation of the deduction will be enclosed with reimbursement. Please report any concerns to OEBC.

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Accommodation requests

OEBC complies with the *Ontarians with Disabilities Act, 2001*. Your request for consideration of a travel or meeting accommodation to meet your needs (e.g., disability, dietary) should be sent to the Executive Assistant when confirming your participation. Where this is not possible, please give us as much advance notice as possible.

Booking travel

You are responsible for making your reservations and travel plans. Please book your travel as soon as possible after OEBC confirms your participation in the meeting/event to ensure the best availability and most economical fares. Since higher-cost fares are not covered, it is recommended that travel be booked well before the event.

- Choose the most economical means of transportation, e.g., flight + airport shuttle vs. car rental vs. train, etc.
- OEBC is not responsible for higher-cost fares for travel bookings made 2-4 weeks before an event.

Cancelling attendance

If you cannot attend an OEBC meeting/event due to an emergency or change in your circumstances, please notify the Executive Assistant as soon as possible.

Driving own vehicle

The following mileage may be claimed:

- Kilometers to/from home or workplace (address on file) and the OEBC meeting
- Kilometers to/from the airport for flight travel
- Rate is \$0.59/km
- Gas expense is not covered

Flight/Train

- OEBC will cover the most economical fare that is available with Air Canada, West Jet, or discount airlines or trains (e.g., Via Rail).
- **Not covered:** in-flight movies, seat selection, checked bags, cancellation insurance.

Car Rentals

- **Covered:** Economy or compact car rental costs. OEBC will approve a larger vehicle where three or more Directors travel together.
- Gas for the rental is covered.
- **Not covered:** extras such as vehicle upgrades, GPS, fuel pre-payment or express fuel service, etc.; insurance is not covered unless you do not have insurance coverage and were pre-approved by OEBC.

Taxis/shuttles/public transit (e.g., GO bus or train, subway, bus)/UP Express (Toronto)

- Travel by GO bus/train to/from an OEBC event is encouraged. GO Transit provides convenient, reliable, comfortable and economical transportation.

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- Taxis are permitted for travel to/from an OEBC event and travel to/from airports to hotels where a hotel shuttle is not available. Wherever possible, coordinate with other attendees to share taxis.
- The Union Pearson (UP) Express or a shared taxi is recommended for travel to/from Pearson and a downtown Toronto meeting location.
- Airport limos for a single person are discouraged.
- Travel to social events is not covered, unless the event is arranged by OEBC, and methods of travel are pre-approved.

Parking/Tolls

- Parking is generally pre-arranged for the event by OEBC. Where it is not, reasonable day parking at a nearby economy lot will be reimbursed. OEBC will usually recommend parking locations.
- Please avoid toll charges where practical, to reduce overall costs.

Hotel guest rooms

- Hotel guest rooms are pre-arranged for OEBC in-person meetings for all Directors.
- Hotel guest rooms are provided for the day before and/or after the meeting date, to accommodate travel time to and from a meeting, if requested by the Director when confirming attendance.
- Individually booked hotel rooms are not reimbursed, unless pre-approved by OEBC.
- Directors who would typically arrive at their home after midnight, or who must drive 4.5 hours or more following an OEBC full-day meeting or event, are eligible for an additional night's stay. This must be requested at the time of the Director's attendance confirmation.

Meals

Where OEBC has not pre-arranged meals, meal costs and gratuities for individuals in transit or conducting OEBC business will be reimbursed. Meal per diem amounts are as follows:

- Breakfast - up to \$17
- Lunch - up to \$18
- Dinner - up to \$45 while attending an OEBC event where dinner is not provided
- up to \$25 while in transit (e.g., flying or driving)

Gratuities

A recommended gratuity of 15% to acknowledge good service may be expensed. For exceptional service, a maximum tip of 18%. The gratuities for OEBC-sponsored/group events will be reimbursed as contracted.

Sundries

Sundry expenses (personal items) are not covered. Coffee/snacks are not covered unless conducting an OEBC meeting.

Booking an upgraded fare or alternate travel

- If you want to upgrade your ticket or incorporate personal or other (non-OEBC) travel, you may do so, and the cost of the "normal" (most economical, direct) fare will be reimbursed if the cost is not greater than the "alternate" fare, and you have this pre-approved before you book. Pre-

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approval requires you to email the travel itinerary with fare details for “normal” travel to/from the OEBC event (e.g., your city to/from the destination city) and the “alternate” travel itinerary (e.g., upgraded fare, and/or depart your city to the destination city, return from another city to your city). The itinerary should be in the form of a PDF or printed/scanned copy direct from the carrier (e.g., Air Canada, Via Rail).

- **Please remember** to print both itineraries (the normal and the alternate) with the dates, flight times and fares at the time of booking and submit them with the expense claim. Please do not hesitate to contact the Executive Assistant if you have any questions.

Honorariums — CRA Requirement

- As per the Governance Policy (GP-12), Directors will receive:
 - \$300 (1/2 day) per teleconference meeting, regardless of length (estimated 1-4 hours)
 - \$600 (1 day) per in-person OEBC meeting, per day
 - \$600 (1 day) for travel time to and from an in-person OEBC meeting
- Directors will receive a T4A for payments of \$500 or greater in a calendar year.
- OEBC will issue the T4A by the CRA deadline.