

**SASKCULTURE INC.  
BOARD OF DIRECTORS POLICY**

<b>Policy Name:</b>	Board and Committee Expenses	<b>Number:</b> GP-8
<b>Policy Type:</b>	Governance Process	<b>Date Approved:</b> June 2000 <b>Latest Revision:</b> December 2010

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Volunteers shall be reimbursed for all Board and committee meetings attended as part of their defined duties, as well as for any meetings or functions attended at the direction of the Board.

1. Where possible SaskCulture will arrange hotel/motel accommodation for volunteers that will be invoiced directly to SaskCulture. This will apply to direct room, taxes and hotel parking only.
  - 1.1 In an effort to support family members wishing to accompany board and committee members, SaskCulture will cover double occupancy accommodation costs if available and when the request is made well in advance of the meeting.
  - 1.2 Volunteers staying with friends or family in a private dwelling will be given a living/accommodation allowance of \$35/day if requested.
2. A hotel room will be arranged if:
  - 2.1 The travel time to or from the home town to the meeting place requires the volunteer to leave home prior to 8:00 a.m. and return home later than 6:00 p.m.
  - 2.2 The travel time and time spent on SaskCulture business total more than ten (10) hours in one day.
  - 2.3 Bad weather would make travel home dangerous.
  - 2.4 Exceptions will be considered on an individual basis. The exceptions, made in writing, are approved by the President or Committee Chair.
3. In the event the above accommodation arrangements are not required volunteers are responsible for cancelling the reservation by calling the office or the hotel. If accommodations are not cancelled resulting in charges to SaskCulture, volunteers will be responsible for the charges.
4. Volunteers wishing to make alternate accommodation arrangements are responsible for making their own arrangements and for paying any difference in price.
5. In-province car travel will be based upon the official Saskatchewan highway maps destination to destination mileage figure.

6. Out-of-province car travel will be based upon the equivalent to the cheapest economy airfare available between the closest Saskatchewan airport connection with the out-of-province destination. If circumstances require air travel, boarding passes will be submitted with the accompanying expense claim.
7. If travelling out of country requires a currency exchange, volunteers will be reimbursed based on the exchange rate at the time of currency conversion.
8. The use of car pooling shall be encouraged and facilitated whenever possible.
9. Any expenses other than meals and mileage must be substantiated with receipts.
  - 9.1 If expenses are for family care the maximum rate to be reimbursed would not exceed minimum wage for the time, including travel time, specific to the meeting.
10. Reimbursement of mileage, meals and private dwelling accommodation shall be according to current provincial government rates.
  - 10.1 Meals pertinent to meeting times and travel specific to the meeting shall be reimbursed. Those living in the centre where the meeting takes place will have group meals covered.
  - 10.2 SaskCulture will reimburse, up to a maximum of \$10/day substantiated by receipts, parking or taxi costs incurred by the volunteer for meetings in their home location. Parking meter costs will be reimbursed at a rate of \$1/hour to a maximum of \$10/day.
  - 10.3 For accessibility purposes, volunteers may request to be reimbursed the actual costs of transportation, substantiated by receipts. The written exemption request will be made at the beginning of the term, approved by the President or Committee Chair and will apply for the duration of the term, unless specified in the request.
  - 10.4 Advance payment of mileage only can be approved prior to the expenses being incurred. Mileage expense claims are to be in SaskCulture's office 10 working days prior to the meeting. Cheques will be available at the start of the meeting.
11. In cases where volunteers use a portion of their SaskCulture meeting time for their work with other organizations, that volunteers travel and accommodation costs shall be apportioned appropriately.
12. In cases where a registration fee is required and a SaskCulture volunteer is attending, SaskCulture will pay the registration fee directly. If circumstances prevent the volunteer from attending and notice is not received from the volunteer enabling SaskCulture to arrange an alternate, or if the notice does not fall within the reimbursement timeframe, the volunteer will be responsible for the registration charges. Extenuating circumstances will be considered by the President or Committee Chair.