

NORTH ISLAND COLLEGE

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BYLAW NO. 5, 2023

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**A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF BUSINESS-RELATED EXPENSES TO MEMBERS OF THE BOARD OF GOVERNORS.**

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THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw shall be known and may be cited as Bylaw No. 5, 2023, "Reimbursement of business-related expenses to Members of the Board of Governors".
2. Members of the Board shall be reimbursed for business travel and out-of-pocket expenses necessarily incurred in duties carried out on behalf of the Board. The amount payable in respect of such expenses shall be established in accordance with the regulations set out in Schedule "A" attached hereto.

Approved the 20<sup>th</sup> day of APRIL, 2023

  
Board Chair  
Board of Governors

  
Executive Assistant, Board of Governors

**NORTH ISLAND COLLEGE**

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**BYLAW NO. 5, 2023**

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**NORTH ISLAND COLLEGE  
SCHEDULE "A" TO BOARD BYLAW NO. 5, 2023  
REIMBURSEMENT TO MEMBERS OF THE BOARD OF GOVERNORS FOR BUSINESS  
TRAVEL AND OUT-OF-POCKET EXPENSES**

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1. Incidental travel and out-of-pocket expenses for Board of Governors business shall be reimbursed on presentation of original receipts.
2. The cost of overnight accommodation while on College business shall be reimbursed in accordance with government rates wherever possible.

When overnight accommodation costs are not incurred, the Board member may claim a payment in lieu of hotel receipt in the amount of \$34.93 per day.

3. Meal per diem amounts while on travel status may be claimed for each meal that is appropriate for the trip up to a maximum of \$55.12 per day. All rates include tips and taxes. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner. Meal per diem amounts may only be claimed by Board members for themselves. Reimbursement of meals for other than the claimant will not be allowed unless the expense is a business meeting expense.

Part day meal per diem amounts are:

Breakfast	\$13.26
Lunch	\$15.34
Dinner	\$26.52

For travel in the United States, the meal per diem amounts will be at the rate outlined above, but will be considered to be US\$ amounts.

For international travel, a daily per diem meal rate of US\$65 per day will apply. Part day meal per diem amounts are as follows (in US\$):

Breakfast:	\$15.95
Lunch:	\$21.35
Dinner:	\$27.70

Meal per diem amounts exclude alcoholic beverages.

When meals are provided by event organizers, per diem amounts will not be reimbursed.

4. A kilometre allowance shall be paid at the rate of \$0.57 per kilometre.

5. Where alternative methods of travel are available, the most economical method will be reimbursed. Board members will not be reimbursed for travel within their campus regions. Receipts are required for reimbursement of out-of-pocket travel costs such as ferries, airfare and automobile rentals.
6. Expenses may be paid in advance using the College credit card. If this option is not available, out-of-pocket expenses are reimbursed upon the submission of authorized expense claims and receipts.
7. Only in exceptional circumstances will advances be considered by the Vice President responsible for Finance upon submission of a budget prior to travel.