

## **BOARD EXPENSE POLICY**

### **1. PROFESSIONAL FEES**

Payments shall be made to Agents of the Board following agreements between the Trustees and its Agents.

When the Board or any of its committees request actuarial services that are not included under the fixed fee provisions of the contract, the service provider will be asked to determine whether the request is a "major ad hoc service" (one that, in their good faith view at the time of making the estimate, will cost more than \$10,000). The service provider should also alert the Board in the event a request for services could be a major ad hoc request. Major ad hoc service requests must be authorized by the Board. The Board may delegate the final authorization to the Co-chairs except that major ad hoc service requests estimated to cost more than \$25,000 must be approved by the Board and cannot be delegated.

### **2. PRE-RETIREMENT SEMINARS**

Payments shall be made for reimbursement of expenses incurred as per the policy on pre-retirement planning seminar.

### **3. RETIREMENT COUNSELLOR**

Payments shall be made to the Retirement Counsellor for services provided for pre-retirement seminars & one-on-one counselling as agreed by the Trustees.

### **4. TRANSFER TO TRUSTEES ACCOUNT**

The Trustees' account shall be replenished as deemed appropriate by the Administrative Agent by transfers of \$25,000, from the Pension Plan account with RBC Investor & Treasury Services to cover Trustees' expenses.

### **5. TRUSTEES' INSURANCE**

Payments shall be made for the Trustees' Errors & Omission insurance as renewed by the Trustees.

### **6. TRUSTEES' EXPENSES**

Expenses of Board Members while in attendance at Board meetings or other authorized functions shall be reimbursed from the Trustees Account as follows:

A. Travel

- 1) Under normal circumstances, travel should be no earlier than the day immediately before and no later than the day immediately after the Board meeting, or no earlier than the day immediately before caucus and/or sub-committee meetings for Trustees.
- 2) All travel arrangements shall be processed through W.E. Travel in Ottawa for all Trustees/Alternate Trustees.

When travel time is more than 3 hours, transportation should be by air or rail whichever is the most convenient.

When travel time is less than 3 hours then the most economical way of travelling should be considered.

All air and rail transportation shall be economy class and billed directly to CUPE for reimbursement from the Trustees Account. Car rental or use of personal car is also an option when it is more economical.

- 3) The kilometrage allowance shall be the rate negotiated between CUPE and the staff unions as adjusted automatically each year. The Plan Administrative Agent shall notify the Board of the adjusted rate when it occurs.
- 4) For those with a CUPE Fleet leased or rented vehicle, or who receive a CUPE car allowance, receipted gasoline and oil purchases are reimbursable.
- 5) Further to the above, any receipted taxi fares or rental car and parking expenses relating to Board events, activities and committee meetings are reimbursable.
- 6) Any Board sponsored activities should be arranged through the Recording-Secretary of the Board.

B. Hotel Accommodation

Hotel accommodation, unionized when possible, is permissible for out-of-town trustees only. Accommodation for a regular standard room or, for caucus Chair, a boardroom shall be made available through the Board Recording-Secretary and shall be billed directly to the Trustees' Account. Accommodation, for Board meetings only, shall include parking on the amount billed.

C. Meals and Incidentals

- 1) Trustees who are from out of town and are in-travel status are entitled to claim reasonable expenses up to one hundred and two dollars (\$102.00) per day for meals.

The reasonable expenses will be broken down and claimed as follows:

Breakfast: \$20.00

Lunch: \$29.00

Dinner: \$53.00

Trustees are expected to deduct the lunch portion of the allowance for each meeting day when a full lunch is provided.

- 2) Trustees who are not in-travel status are entitled to claim, for incidental expenses, reasonable receipted expenses up to a maximum of one hundred and two dollars (\$102.00) when participating in Board events.
- 3) Both (1) and (2) above shall apply to required days of travel where Trustees are required to purchase meals.
- 4) Items (1), (2) and (3) above shall be adjusted accordingly with the exchange rate when Trustees are outside the country on training, as per the Trustee Education Policy, or on business related matters for the CUPE pension plan.

*D. Child Care*

A Trustee shall be reimbursed for reasonable receipted childcare expenses that exceed their normal child care costs. It is to be understood that “reasonable expenses” means whatever is reasonable in the area where the Trustee resides.

*E. Wage Loss*

As per the Trust Agreement, Union and CUPE trustees who require leave of absence from their employer will have their lost wages reimbursed by CUPE who will in turn be reimbursed from the Trustees Account. This is also applicable for lost wages while attending educational sessions. By Board motion the Plan will not reimburse lost wages for full time officers. Any request for claim of lost wages shall be submitted to the Administrative Agent with justification.

*F. Other*

*Telephone Calls/Internet charges/Mail, Courier and/or Fax Services*

Trustees in-travel status shall be reimbursed for all Board business receipted long distance calls, including calls to their place of residence as well as local personal calls.

Trustees shall also be reimbursed for Internet charges while attending Board business.

Trustees shall be reimbursed for all receipted expenses in relation to mail, courier and/or fax services for sending or receiving Joint Board of Trustees related material to and/or from the Chair, Vice-Chair or Administrative Agent.

## **7. PAYMENT OF EXPENSES**

Trustees' expenses are to be submitted to the Recording-Secretary on the approved expense voucher with the appropriate receipts attached. Reimbursement shall be made subject to the approval of the Administrative Agent. Exceptions to this policy shall be forwarded to the Finance and Audit Committee for approval.

### *Cash Advances*

Requests for advances to cover expenses for Board meetings, Board sponsored activities and conferences, shall be forwarded to the Recording-Secretary two weeks prior to the events. The request shall identify what expenses are to be paid for by the advance payment and where appropriate, shall include an explanation as to how the amount of the advance payment was calculated. A written request is not necessary; a phone call would be sufficient following the approval of the Administrative Agent.

## **8. OTHER GUIDELINES**

### *A. Hospitality/Social Events*

The Board must approve all events for which expenses may be reimbursable to Trustees by the Plan, in advance.

In recognition of the value of getting together to maintain the good healthy relation amongst Trustees, it is deemed appropriate to support such events. The Board will contribute to approve events to a maximum of thirty-five (\$35.00) dollars per Trustee for those who have indicated that they would participate in the event.

### *B. Working Lunches/Dinners*

It is recognized that committees may be required to schedule meetings over normal meal period. The cost of such meals shall be paid for directly by the Board where possible or one committee member should pay the cost, which shall be reimbursed by the Plan.