

## Board and Committee Compensation and Expense Reimbursement

As approved by the Board of Directors on Feb. 16<sup>th</sup>, 2015

### **Compensation**

Given that SERN is a non-profit society with a relatively small annual budget, board and committee members shall serve without compensation for their role on the board. It is also expected that board and committee members will bear minor travel related costs related to activities conducted on behalf of SERN whenever it is reasonable to do so. Meals at meetings organized by SERN will generally be provided to board members at no cost.

### **Expense Reimbursement**

Board members shall be reimbursed for reasonable and necessary expenses incurred in the performance of their duties, including attending Board-authorized meetings and conferences. The following types of expenses and amounts will be reimbursed:

*Vehicle Travel:* when required to travel more than 50 km, personal vehicle use at \$0.52/km. All other modes of ground transportation that are reasonably required (bus, taxi, train, watercraft, parking) to undertake Society business will be reimbursed based on receipts. Ground transportation costs shall not exceed the cost of airfare travel to the same destination.

*Airfare:* with prior Board approval, a least cost, economy class ticket booked sufficiently in advance to reduce cost.

*Accommodation:* in circumstances where it is not possible to return home before 10 pm, a single occupancy hotel or motel room up to \$80.00/night.

*Food:* per diems at B.C. Gov't contractor rates.

Other expenses: only when in the best interests of the Society and with prior approval of the Board.

Receipts and an expense statement outlining per diems and mileage charges must be submitted to the Secretary/Treasurer upon completion of Society business.

Committee members, not serving on the Board may also be reimbursed for travel expenses to the extent approved by the Board.