

Board Member Expenses Procedure

This procedure is governed by its parent policy.
Questions regarding this procedure are to be
directed to the identified Procedure Administrator.

Board Procedure No.	1.5
Functional category	Board of Governors
Parent policy	Board Policy No. 1 – Board Policies are our Primary means of Governance
Approval date	March 6, 2025
Effective date	March 6, 2025
Procedure owner	Board of Governors
Procedure administrator	Board Coordinator

1. Overview

Members of the NorQuest College (College) Board of Governors may incur expenses, in accordance with the conditions stipulated in this procedure, for the performance of their duties as members of the Board.

This procedure identifies criteria and requirements for Board members to receive reimbursement for hosting, travel and related expenses; identifies when approval is required, how it is obtained and how expenses are reimbursed.

Authority to establish this procedure is derived from the NorQuest College [Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance](#).

2. Procedure

Hosting, Travel and Related Expenses

Expenses are to be incurred in a prudent and cost-efficient manner with due consideration for economy, time and the College's accountability to the public.

Board members are expected to attend the below meetings/events. Pre-approval to travel to and from these meetings/events is not required.

- a) Board meetings
- b) Board retreat or strategy sessions
- c) Honorary diploma event
- d) Convocation
- e) Special meetings as approved by the Board Chair
- f) Committee meetings
- g) Board engagement dinners or events

Pre-approval for travel to any other meeting/event where the Board member is participating in their capacity as a representative of the Board is required. When practical, other means of conducting business should be considered (e.g. virtually or teleconference).

When travel is authorized, the most direct, practical and cost-effective route and mode of transportation is to be used.

Reasonable expenses incurred while engaged on Board business are reimbursed in accordance with the Travel and Business Expense Policy and related procedures, including but not limited to:

- Hosting Procedure
- Travel and Related Expenses for Executive/Deans/Directors Procedure
- Vehicular Travel Procedure
- Sale, Service and Consumption of Liquor Procedure

Board members may be denied reimbursement of expenses where prior approval, in accordance with this procedure, was not obtained. These will be subject to the Board Chair or Chair of the Finance and Audit Committee's

discretion. Reimbursement of expenses that exceed the amount pre-approved by the Board Chair will be subject to the Board Chair's discretion.

Expenses reimbursed to Board members will be disclosed in accordance with the NorQuest College Disclosure of Travel and Expenses Policy.

Steps

1. Prior to committing to incurring any travel related costs, Board members are to complete a [Travel Authorization Form](#) and submit the form to the Board Coordinator who then provides it to the Board Chair for approval.
2. Board members requesting reimbursement of hosting, (as per the hosting definition), and/or travel and related expenses, are to summarize expenses on the [Board Member Expense Form](#), attach the original receipts or scans of the original receipts and submit to the Board Coordinator.
3. The Board Coordinator facilitates processing of expense reimbursement requests for Board members.
4. The Board Chair approves expense reimbursement requests for Board members.
5. The Board Vice Chair or Chair of the Finance and Audit Committee approves Board Chair expense reimbursement requests.

3. Definitions

Hosting: refers to an event directly relating to Board business that is sponsored by the college or a Board member and where expenses are incurred for food, beverages (not including alcohol) and other services.

Travel: refers to expenses incurred while on Board business including parking, airfare, transportation, accommodation, meals, per diem for incidentals and other out of pocket expenses.

4. Related information

NorQuest College

- [Board Policy No. 1 – Board Policies are Our Primary Means of Governance](#)
- [Disclosure of Travel and Expenses Policy](#)

- [Hosting Procedure](#)
- [Travel and Related Expense Procedure](#)
- [Vehicular Travel Procedure](#)
- [Board Member Expense Form](#)
- [Sale, Service and Consumption of Liquor Procedure](#)

External

- [Alberta Post-Secondary Learning Act SA2003 – Section 55 and 56](#)

5. Next Review Date

February 2029

This procedure will be reviewed at least once every four years.

6. Revision History

Date	Version	Action
May 2015	V1	New
March 2020	V2	
February 2022	V3	
February 2025	V4	Reviewed, updated to new template and updated contents.