

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Financial Services	BRD-0340-50
Title:	Committee Volunteer Meeting Expenses	009

POLICY

Volunteer committee members appointed by the SCRD board to SCRD committees and commissions shall be entitled to reimbursement for:

- a) ferry tickets and/or water taxi expenses
- b) up to 1.5 hours of use of one's personal boat to a maximum rate of \$100/hour when this is the least expensive or only option available.
- c) total mileage when travelling more than 50 km round trip at the rate established by SCRD Board "Reimbursement of Travel and Other Expenses" policy.

REASON FOR POLICY

To specify when reimbursement for expenses incurred by volunteer committee members will be provided.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. Scope of Policy

Applies to all board appointed volunteer committee members of SCRD committees and commissions who must travel by ferry or water taxi, personal boat or travel more than 50 km. round trip to attend a meeting.

2. Responsibility

Volunteer Committee Members

- To be familiar with this policy and to ensure that this policy is followed when submitting expense claims.
- To ensure that expense claims are submitted, on the appropriate form, at least quarterly and within 2 weeks of the end of the year.
- Volunteers claiming for reimbursement for use of one's personal boat must provide proof that they have Ocean Marine insurance coverage.

Managers Responsible for SCRD Committees / Commissions

- To review and approve volunteer committee members' expense claims prior to submission for payment.

General Manager of Corporate Services

- To provide advice and clarification regarding this policy.
- To ensure that volunteer committee members' expense claims are processed in a timely manner.

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