



Policy Name: ESIO Board Business Expense Policy	Policy Number: BD015
Original Date of Approval: April 2019	Policy Type: Board
Last Revision Date: December 2021	Review Cycle: 5 years
Date of Last Review: December 2021	

1.0 Purpose:

ESIO Directors may incur expenses in the course of business (i.e. travel, hospitality). Expenses must be reasonable, prudent, cost effective and defensible to an impartial observer. Directors are expected to demonstrate appropriate stewardship and accountability when incurring expenses.

Directors will be reimbursed for approved costs, justified by an operational requirement.

2.0 General Guidelines:

2.1 Approval of Travel:

- Directors must obtain pre-approval for travel outside of the Edmonton Metro region. Requests for travel, including an itinerary must be submitted to the Board Chair.

2.2 Allowable Travel and Business Expenditures and Rates:

- Expenditures will be reimbursed consistent with Management Policy *BD016 ESIO Staff Business Expense Policy*.

3.0 Process to Book Travel:

- Once travel is approved, the draft itinerary must be provided to the Executive Assistant to book travel. Directors are strongly encouraged to provide this information at least 14 days in advance of departure.

4.0 Reimbursement of Expenditures:

- Expense and mileage claims will be approved as per *FM006 Delegation of Authority Policy*
- Directors must submit claims for approval with detailed invoices/supporting materials within five (5) business days of each month end or return from travel, whichever is later.
- Claims must include:
 - Date of transaction
 - Description of the activity, including attendees and purpose
 - Mileage claims must include start and end destinations for each trip
 - Trip itinerary if travelling outside of Edmonton Metro area
- If the Director does not have a detailed invoice, a *Missing Receipt Form* must be completed, approved, and provided to the Finance Director with the expense claim.