

7.2.iii. Guidelines**TRUSTEE TRAVEL GUIDELINES**

Executive Committee: February 9, 1996

A: PURPOSE:

1. The Trustee Travel Policy is intended to supplement the Islands Trust Council bylaw which provides for Trustee Expenses and Benefits in order to provide guidelines for trustees and staff with respect to trustee travel arrangements and expense reimbursement.

B: REFERENCES:

1. Islands Trust Council Trustee Expenses and Benefits Bylaw, 1994, Bylaw No. 29.

C: GUIDELINE:**1. General**

- 1.1. **Travel status:** Trustees are considered to be on travel status while away from their home on Islands Trust business.
- 1.2. **Allowable travel:** Allowable travel includes travel while on business for the following:
 - i. Trust Council meetings
 - ii. LTC (travel to Victoria office for meetings with Planner, on-island travel for meetings, site visits, etc.)
 - iii. Council Committee meetings
 - iv. Trust Fund Board
 - v. Other business on behalf of Trust Council (liaison, training, etc.)
- 1.3. **Personal travel:** Where personal and business travel are combined, reimbursement is to be based upon the level of expenditure that would have been incurred had personal travel not taken place.

2. Travel arrangements

- 2.1. A bylaw which provides for Trustee expenses must be duly approved by Trust Council. This bylaw contains provisions for the reimbursement of expenses related to accommodation, travel, vehicle and motor vessel mileage, ferry costs, per diems (meals, gratuities, taxi fares, cleaning expenses, parking expenses, phone calls), business expenses, rental vehicles and air/water taxi travel.
- 2.2. Extraordinary travel requirements including vehicle rental, air travel and water taxi, when reimbursable under the applicable bylaw. These travel requirements generally are considered to be beneficial in terms of effective use of time, reduced travel stress, reduced travel time and greater productivity. Due to the relatively high cost of these types of expenditures, extraordinary travel arrangements are subject to certain conditions, as follows:
 - i. Extraordinary expenditures or planned expenditures are discretionary, that is, they should be based upon a reasonable estimation of time and effort saved as compared to conventional (i.e. car/ferry) modes of transportation.
 - ii. Extraordinary expenditures are subject to budget availability, and as such, may not be a viable travel option if sufficient budget funds are not available.
- 2.3. Trustees are responsible for making their own travel arrangements. It is preferable, however, that the Islands Trust be invoiced directly for the cost of any extraordinary travel services provided and it is necessary for any travel expenditures in excess of \$100 to be approved by issuance of a purchase order.

3. Receipts

- 3.1. Receipts are required in support of the following types of expenditures:
 - i. Air, bus, water taxi and ferry fares
 - ii. Accommodation - except private accommodation
 - iii. Miscellaneous:
 - 1) Registration fees
 - 2) Miscellaneous expenses not covered in per diem such as extraordinary taxi expenses and long distance phone calls.
 - iv. Per Diem expenses: Receipts are not required to support those expenditures covered by per diem allowances.

4. Expense reimbursement

- 4.1. Allowable expenditures and rates of reimbursement are specified in Schedule "A" of Islands Trust Council Bylaw No. 29, which provides for Trustee Expenses and Benefits.
- 4.2. Travel claims for reimbursement of allowable expenses, in an approved format, should be completed and submitted on a monthly basis. Payment is generally made within 30 days.