



## Director Expense Policy

In order to attend meetings of the Board (including Executive, Committee and others as assigned i.e. OMERs) COTAPSA has established an *Expense Policy for Directors* who are not working near the meeting site.

Directors may expense the following:

- (a) Mileage
- (b) Parking
- (c) Telephone
- (d) Alternate Travel

### **Mileage –**

Will be for a return trip. The trip must be specifically for a COTAPSA meeting. Expense claim will mirror existing City Policy, and claim will include date and purpose of meeting i.e. Board, Executive, Committee, or other (OMERs), and total mileage to and from the meeting site.

### **Parking –**

Expense claim will include date and purpose of meeting and the receipt for parking

### **Telephone –**

For long distance calls only. Expense claim will include purpose of call (i.e. Emergency meeting), reason for need to use (i.e. on vacation) and a copy of the telephone bill with specific charge

### **Alternate Travel –**

Alternate includes taxi and TTC. Expense claim will include date and purpose of meeting. For taxi use a receipt is required. If TTC token is used staff will reimburse by replacing it

Claims are available on the Board site and are to be submitted to the EA. If expenses are over \$20 a cheque will be issued and following existing policy will be approved by the association signatories

### **Claims are to be received monthly**

**All claims must be received prior to the COTAPSA financial year ending Sept 30<sup>th</sup>.  
If not received during that time period the claim may be denied.**

Effective Date: March 2017

Approved By:

Date Approved: