



Governance Process Policies

5.9 Travel

Directors shall be reimbursed for all travel expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the Society. All travel shall be authorized in advance to ensure all travel arrangements are in compliance with the provisions of this policy.

Directors must submit original receipts for Board approved travel within 30 days of completion of the travel for reimbursement. Two signatures shall be required for approval.

Air fares:

GVHA will reimburse Directors for fares up to full-fare economy. Upgrades to business or first class may be personally paid by the Director. Travel for distances of over 850 kilometers may be eligible for business class but must be approved prior to booking.

Insurance:

It is the financial responsibility of Directors to cover the cost of insurance.

Use of personal vehicles:

Directors may use and be reimbursed for mileage costs for privately owned vehicles such as automobiles, sport utility vehicles and light trucks at the rate of \$.46 per kilometer.

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