

POLICY/PROCEDURE NUMBER:

B – 5.1

DATE: September 19, 2009	SUBJECT:
ISSUE: Board of Directors	Finances - Expense and Travel Policy
REVIEWED: February 2022	PAGES: Page 1 of 3

1. The following individuals/entities may claim expenses as follows:

1.1 National Conference/Annual General Meeting

- 1.1.1 National Executive (President, Vice President, Past President, Secretary, Treasurer), in line with item 2 below
 - 1.1.1.1 Financial support for travel and/or accommodation for the President and their Partner will be budgeted and paid as required.
 - 1.1.1.2 Financial support for the Vice President, Past President, Secretary and Treasurer may be budgeted if required. Support will be upon request and shall be based on the funds set in the budget by the CHES Board of Directors.
 - 1.1.1.3 The registration fee to attend the National Conference should be paid by the members employer. Upon confirmation that funding is not available, the cost can be covered by the CHES Board of Directors.
 - 1.1.1.4 Registration and additional hotel costs for any pre or post conference workshops or events (golf, sightseeing, etc.) are the responsibility of the member or their employer.

- 1.1.2 Chapter Chairs
 - 1.1.2.1. Chapter Executives who are members of the CHES Board of Directors shall receive financial assistance for travel and accommodation through Chapter funds.
 - 1.1.2.2 Organizing Committee for the National Conference
 - 1.1.2.2.1 The Committee will receive 5 complimentary registrations to the National Conference. The Chair of the Organizing Committee shall decide to whom these registrations should be assigned and inform the National Office.

- 1.1.3 Board Members
 - 1.1.3.1 If a meeting of the National Board is scheduled on a day prior to, or following the National Conference, National will provide financial support for meals and accommodation for those extra days for all Board members.

1.2 Representative to a Chapter Meeting, Regulatory Body, or External Event

- 1.2.1 It is expected that the CHES President (or delegate) will represent CHES at international events (e.g. IFHE congress, ASHE, etc.) as budgeted and approved by the CHES Board of Directors. It is normally expected that the President attend the IFHE and ASHE events annually during their term.
 - 1.2.1.1 When attending these events, the expenses for the President (or designate) will be reimbursed as per item 2.1 below.
 - 1.2.1.2 For the IFHE congress (or one of the approved international events) expenses for the President's (or delegate's) spouse will be reimbursed as per item 2.1 below.

DATE: September 19, 2009	SUBJECT:
ISSUE: Board of Directors	Finances - Expense and Travel Policy
REVIEWED: February 2022	PAGES: Page 2 of 3

- 1.2.2 A representative must be authorized in advance by the CHES Board of Directors to represent CHES National as the CHES representative at a Chapter meeting or conference. Usually this is done during the budget preparations in February to prepare for the Spring Chapter conferences.
- 1.2.3 A representative who attends the meeting of a regulatory body related to CHES business is appointed by their respective committee, to be reviewed annually. However, the CHES Board of Directors decides on an annual basis whether they will fund a representative.
- 1.2.4 A representative at an event external to CHES must be authorized in advance by the CHES Board of Directors.
- 1.2.5 Any unbudgeted event must be authorized in advance by the CHES Board of Directors.
- 1.2.6 In all cases, the transportation, accommodation, and any applicable registration fees as approved by the National CHES Board of Directors are reimbursable.

1.3 Committee Meeting or other CHES business

- 1.3.1 The Chair of the Committee is expected to submit a detailed estimate of all expenses for the upcoming year for approval by the CHES Board of Directors.
- 1.3.2 The Committee Chair is expected to monitor the expenses of his committee. If, during the year, the committee expenses are expected to exceed the approved amount, the Chair must submit a request to the Board for the additional expenses.

2. Reimbursable Expenses

- 2.1 Reimbursement will be given for all reasonable expenses in accordance with the following guidelines:
 - 2.1.1 By air: economy class including pre-purchase of seat and baggage fees. For flights accumulating over 4 hours, upgrades may be eligible and should be requested during the budget process.
 - 2.1.2 By rail: coach class
 - 2.1.3 Rental car: car rental shall include only the cost of daily rental charge, insurance paid to rental agency for release of liability, any charge per kilometer and/or gasoline.
 - 2.1.4 Private car: 54 cents per kilometer up to the equivalent of economy airfare or public transportation

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ISSUE: Board of Directors	
REVIEWED: February 2022	PAGES: Page 3 of 3

- 2.1.5 Parking, taxi, tolls, etc. as supported by receipts
- 2.1.6. Accommodation: Overnight accommodation is granted when the travel distance is more than 200 km to any meeting or event. Coverage: standard room in non-luxury hotel
- 2.1.7 Reasonable meal expenses as supported by receipts. Expense claims will not be permitted for alcohol purchased.

2.2 Costs for laundry, dry cleaning, and alcohol will not be reimbursable.

2.3 If the trip is prolonged for personal reasons reimbursement will support only the business portion of the trip.

3. Process for Reimbursement

- 3.1 The CHES National Report on Expenses form is used to submit expenses following the trip, and must be accompanied by receipts to support the expenditure. Expense form to be submitted to the National Office for approval by the CHES Treasurer. In the event that the expenses have been incurred by the National Treasurer, the National Office will submit to the National President for approval.
- 3.2 The CHES National Report on Expenses form must be used to list estimated expense for last-minute trips that are authorized after the budget is set. The form shall be submitted in advance of the trip to the CHES Treasurer. The Treasurer will notify the submitter whether the expenses are approved.
- 3.3 If the expenses significantly exceed the approved estimate submitted to the Treasurer, an explanation must accompany the Report on Expenses form.

Approved by: _____
President

Date: _____