

Board Member Reimbursement Policy

Approved April 24, 2003

Amended April 2013

Amended February 26, 2024

1. Introduction

In accordance with the City of Toronto Remuneration and Expense and Travel Reimbursement policies for City Agencies, Boards, Commissions and Corporations, this policy outlines the processes for Applegrove Board members to be reimbursed for expenses.

2. Principles (excerpted from City Policy)

- 2.1. All reasonable expenses incurred when attending to authorized Board business will be reimbursed.
- 2.2. Receipts must be provided.
- 2.3. Travel must be approved in advance and does not generally include travel to and from Board meetings.
- 2.4. Upon request by a Board member, travel costs to and from Board meetings may be reimbursed.
- 2.5. When attending to Board business over a regular meal time, meal expenses may be reimbursed.
- 2.6. Claim forms must be signed by the member and Chair before submitting to staff. Another Board member must sign forms applying to the Board Chair.

3. Eligible Expenses

3.1. Child Care

- a) Child care expenses may be covered for regular Board meetings, or when on authorized Board business.
- b) The expense for a caregiver will be reimbursed up to a maximum hourly rate equivalent to Association of Community Centres (AOCC) L2998 Wage Grade 1, Step 1 for the length of the meeting, plus up to 1 hour to allow for the Board member's transport to and from the meeting.

3.2. Transportation

- a) General
Transportation expenses to attend regular Board meetings will not be reimbursed except as noted below. Transportation to attend special

meetings away from the centre, City committee meetings, special events and similar appointments will be reimbursed according to the processes below, only when the Board has agreed that members should attend the event.

- b) **TTC**
Upon presentation of an appropriate transfer, Board members will be reimbursed 2 tokens, or the equivalent cash, to allow for the return trip.
- c) **Taxi or Rideshare Service**
Upon presentation of a taxi or rideshare receipt, Board members will be reimbursed the face amount, plus up to 15% if a tip was given. If the receipt does not include the tip, members will write and sign an attestation to confirm that a tip was paid and the amount of the tip.
- d) **Mileage/Parking**
Mileage will be reimbursed at the rate in current City of Toronto Kilometer and Parking Expense Guidelines. Upon presentation of a parking receipt, including the name of the Board member, parking expenses will be reimbursed.
- e) **Travel to and from Board Meetings**
Travel to and from Board meetings may be reimbursed for Board members who live outside the catchment area or for whom financial hardship would otherwise result. Board members must make such a request by writing to the Board.

3.3. Meals

- a) Board members will be reimbursed for food expenses while doing Board business over a normal meal time.
- b) As a general rule, a maximum of \$20 should be observed. The maximum will be waived if a Board member presents appropriate reasons, such as attending an event as authorized by the Board in which the meal cost was above these amounts.
- c) Upon presentation of a receipt Board members will be reimbursed the face amount, plus up to 15% if a tip was given. If the meal was billed to a credit card, both the restaurant receipt, and the credit card receipt with tip, should be submitted.

4. Reimbursement

- 4.1. Board members should submit their expenses within 2 months of incurring them.
- 4.2. Child care and mileage expenses should use the relevant forms.
- 4.3. The Board member should sign the receipt and note the event and date.
- 4.4. The member and Chair must sign claim forms before submitting to staff. Another Board member must sign forms applying to the Board Chair.

4.5.

Board Member Child Care Reimbursement

_____ provided _____ hours of child care
Caregiver name Number

at \$ _____ per hour for _____ 's child(ren)
Rate Board member name

on _____
Date Caregiver Signature

Board member signature

Board Chair signature

Board Member Mileage Reimbursement

Destination or Meeting	Date	Distance Travelled	Amount @ ___ per km	Signature of Board member	Signature of Board Chair	Staff initial*

* Staff initial when cash is disbursed.