Plain Language Summary
The Association will publically report on expense reimbursements to Directors and Officers of the Association.

A. PURPOSE AND INTENT
For the purpose of accountability and transparency, the Association will report on personal expenses which are reimbursed to Directors and Officers of the Association.

B. DEFINITION OF EXPENSES
For the purposes of this policy, reportable expenses shall include:

1. Travel reimbursements for attending meetings
2. Reimbursed meal or business meeting expenses
3. Other reimbursed expenses, excluding the purchase of office supplies or materiel for the Association, pursuant to Association policy.

Where there is any discrepancy as to whether an expense is reportable, the Executive Director shall consult the Broader Public Sector Expenses Directive (Ontario) and/or the Association’s auditors and report on the findings to the Board of Directors.

C. ALLOCATION OF EXPENSES
Where more than one Director/Officer is responsible for a submitted expense claim (for example, a business lunch where more than one officer is present), the costs for all Directors/Officers shall be equally apportioned among the Directors/Officers who incurred the expense.

D. REPORTING OF EXPENSES
The Executive Director shall provide the Board with a summary of reimbursed expenses of the Association’s Directors and Officers on a quarterly basis. Once received by the Board, the report will be posted on the Association’s website.

The report will indicate the name of the officer, the types of expenses reimbursed, and the amounts reimbursed each fiscal quarter.

APPROVED BY THE BOARD.

September 16, 2014

Jacqueline Arlen, President

David Moore, Secretary