



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

BOARD OF DIRECTORS' EXPENSE POLICY

For the purposes of this policy, the definition of Board members only applies to elected members, unless otherwise stated.

As part of their duties, certain Board members are expected to attend meetings as follows:

- All Board members - Spring Board Meeting at Seminar
- Regional Director (in own region) and either Vice President or President - Annual Regional Meetings
- President, Secretary and Treasurer - Annual General Meeting at Seminar (others to attend if present)
- Education Director, Assistant to Education Director, Correspondence Registrar, Course Manager, Lead Course Coordinator, Youth Embroiderers' Appointee and President - Annual Education Meeting on Seminar Registration Day
- All Board members - electronic meetings throughout year if possible

The EAC Expense Reimbursement form is to be used to itemize expenses. Receipts are required for all expenses except those specifically mentioned below. Receipts must be unique to EAC expenses (i.e. personal expenses will not be included on the same receipt as EAC expenses). For claims for reimbursement of multiple expense items, receipts must be numbered to correspond to the item line number. **Legible** electronic submissions are adequate. Original forms and receipts must be produced if requested. All documents are forwarded to the EAC Treasurer for recording and payment.

The EAC Treasurer shall be the primary instigator of payments to vendors. Electronic access has made EAC vulnerable to illegitimate requests for payment.

No one will be expected to make a personal payment to a vendor.

When there is any doubt of legitimacy of a request for payment, don't pay.

TRAVEL

1. Travel allowance may be claimed for either air or ground transportation. Airfare shall be at the most feasible economical rate available 2-3 months before the event and may include any associated expenses (e.g. luggage, parking). Ground travel is based on \$0.30 (thirty cents) per kilometer. If the ground travel distance one way exceeds 500 km, one night accommodation each way is allowable, not to exceed \$200.00 (two hundred dollars) total for both ways. The total claim for mileage plus accommodations cannot exceed the equivalent airfare (from printed quote) plus associated expenses. Receipts are required for all except mileage. Request for

reimbursement of airline expense can occur at the time of the initial booking and payment.

2. If two or more Board members travel together by car, then the travel costs can be claimed by one of them. If "on-road" accommodations are shared, the cost will be claimed by only one person with receipts. Meal per diem is claimed individually.
3. Getting to the Airport - The cost of transportation services at \$0.30 (thirty cents) per kilometer to the point of departure and at the point of destination; including reasonable fees (i.e. parking and tolls) or the actual taxi cost (with receipts) is an allowable expense.
4. To allow for transport of items required for meetings, any Board member may claim the fee for up to two pieces of checked luggage if not travelling by car.
5. Travel costs for Board members who are also teaching at Seminar shall be shared 50/50 between EAC and Seminar.
6. Any Board members attending the Spring Board Meeting and staying for Seminar will cover \$50.00 (fifty dollars) of their own travel expenses.

ACCOMMODATION

1. Regional meetings not held at Seminar - Accommodation is provided by host Chapter.
2. Spring Board Meeting at the site of the Seminar - All Board members are allowed reimbursement for three nights' accommodation at the rate of a double Seminar room. (Discretion also needs to be made if it is cheaper to fly in an extra day ahead of the meeting.)
3. For those Board members who are required to be present for extra meetings during Seminar, the accommodations and meals up to and including that day are to be added to their allowable expenses. If travel to home must be on the day after the required meeting, then that extra day qualifies as the travel day for purposes of this policy.

This includes but is not limited to the following:

- Secretary and Treasurer - AGM - two extra days each
 - Education Director - Education Meeting - one extra day
 - Vice President and one Regional Director - Regional Meeting if held at Seminar - one extra day each.
4. Cost of accommodation is to be paid for the President at the rate of a double room for the nights of Seminar but not the nights of Needle Arts Forum.

MEALS

1. Meal per diems are to be given to qualifying persons (as per policy) at the rate of \$40.00 (forty dollars) per day without receipts. Any provided meals will be deducted from this rate as follows: Breakfast - \$8.00 (eight dollars); Lunch - \$12.00 (twelve dollars); Dinner - \$20.00 (twenty dollars). Meals consumed while travelling on travel days may be claimed (i.e. while the member is away from home). When dining facilities are limited due to location, meal allowance can be increased to the facilities going rate.
2. Seminar Opening Reception, AGM Luncheon, and Closing Banquet as well as all meals at the rate of Seminar provided meals or, if not provided, at the per diem rate as stated above for the President are to be paid.
3. AGM Luncheon is to be paid for the Secretary and Treasurer.

OTHER EXPENSES

1. The annual EAC budget provides a framework for expenses and revenues for the fiscal year. Directors are expected to manage their areas of expense within the budget parameters. Directors will approve expenses of the appointees in their jurisdiction in order that the Treasurer can prepare the payment.

All reasonable costs (with receipts), such as postage, phone calls, and any other operating costs are subject to approval by the President.

All other expenses or revenue items must be pre-approved by a Board motion. Any purchase of a fixed asset requires prior Board approval.

2. The President shall be paid the cost of Seminar Registration at the rate of four days stitching only.
3. Board members will receive \$20.00 (twenty dollars), upon the presentation of a receipt, towards the purchase of a headset for online meetings.

APPOINTEES ATTENDING SPRING BOARD MEETING

1. If an Appointee is attending at the request of the elected Board, all travel, accommodations, and meals follow the same rules as for the rest of the Board.
2. If the Appointee is attending at their own discretion, the meals and accommodations for the two days of the Board meeting and a travel day will be provided by the same rules as for the rest of the Board. Travel assistance of up to \$100.00 (one hundred dollars) will also be provided.

3. If any of the following members of the Education Committee - Assistant to Education Director, Correspondence Registrar, Course Manager, Lead Course Coordinator, Youth Embroiderers' Appointee and Counsellors - are attending Seminar at their own discretion, the meals and accommodation for the one day of the annual Education meeting will be provided by the same rules as the rest of the Board.

INCOMING BOARD MEMBERS AND APPOINTEES ATTENDING SPRING BOARD MEETING

1. Incoming Board members and candidates for election to the Board who wish to attend the Spring Board meeting immediately before they take office shall have their travel expenses covered as though they were a Board member in term.
2. All incoming Board members (including Appointees) who wish to attend the Spring Board Meeting immediately before they take office are allowed to claim up to three nights of accommodation and per diem meal allowance for the two days of the Board meeting for any meals not provided.

POLICY REVIEW

1. To be reviewed every two years, at the Spring meeting, one year following elections or when needed.