



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

Board of Director's 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 - Annual General Meeting and the Spring Board Meeting
- Chapter and Individual Director and either Vice President or President - Chapter President Meetings
- Education Director, Education Assistant, Registrar, Project Coordinator, Online Assistant, Speaker Series Coordinator, Test Student Coordinator, Counsellors, Librarian, and President - Annual Education Meeting
- All Board members - electronic meetings throughout the year, if possible

The EAC/ACB Expense Reimbursement form will be used to itemize expenses. Receipts are required for all expenses except those specifically mentioned below.

Receipts must be unique to EAC/ACB expenses (i.e. personal expenses will not be included on the same receipt as EAC/ACB 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.

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 \$0.45 per kilometre. If the ground travel distance one way exceeds 500 km, one-night accommodation each way is allowable, not to exceed \$400.00 total for both ways. The total claim for mileage plus accommodations cannot exceed the equivalent airfare (from the printed quote) plus associated expenses. Receipts are required for all except mileage.
2. Board members and invitees may request reimbursement of airline expenses at the time of the initial booking and payment.
3. If two or more qualifying individuals travel together by car, then one of them can claim the travel costs. If "on-road" accommodations are shared, the cost will be claimed by only one person with receipts. Meal per diem is claimed individually.

4. Getting to the Airport - The cost of transportation services at \$0.45 per kilometer to the point of departure and at the destination, including reasonable fees (i.e. parking and tolls) or the actual taxi cost (with receipts), is an allowable expense.
5. To allow for transport of required items, Board members may claim the fee for up to two pieces of checked luggage if not travelling by car.
6. Travel costs for Board members who are also teaching at the seminar shall be shared 50/50 between EAC/ACB and the seminar.
7. Any Board members attending the Spring Board Meeting and staying for the seminar will cover \$50.00 of their own travel expenses.

Accommodation

1. Accommodation expenses are covered at one-half a double room rate.
2. Spring Board Meeting at the seminar site - All Board members are allowed reimbursement for three nights' accommodation at the rate of one-half a double room rate. (It may be cost-effective 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 the seminar, the accommodations and meals up to and including that day are to be added to their allowable expenses. If travel 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:

- President, Secretary and Treasurer - AGM - two extra days each if AGM is held at the seminar
 - Education Director - Education Meeting - one extra day
 - Vice President and Chapter Director - Chapter President's Meeting, if held at the seminar - one extra day each.
4. The cost of the room is to be paid for the President at the rate of one-half a double room rate for the nights of the seminar.

Meals

1. Meal per diems are to be given to qualifying individuals (as per policy) at the rate of \$70.00 per day without receipts. Any provided meals will be deducted from this rate as follows: Breakfast - \$15.00; Lunch - \$25.00; Dinner - \$30.00. 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 facility's going rate with receipts.
2. Seminar Opening Reception, Luncheon, and Closing Banquet, as well as all meals at the rate of the seminar provided meals or, if not provided, at the per diem rate stated above for the President are to be paid.
3. If the AGM is held at the seminar, the AGM Luncheon is to be paid for the President,

Secretary and Treasurer.

Other Expenses

1. The annual EAC/ACB 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 the expenses of the appointees in their jurisdiction in order that the Treasurer can prepare the payment.
2. All reasonable costs (with receipts), such as postage, phone calls, and any other operating costs, are subject to approval by the President.
3. All other expenses or revenue items must be pre-approved by a Board motion. Any purchase of a fixed asset requires prior Board approval.
4. The President shall be paid the cost of the seminar registration at the rate of four days of stitching only.
5. Board members will receive up to \$20.00, 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 will also be provided.
3. If any of the following members of the Education Committee - Education Assistant , Registrar, Project Coordinator, Speaker Series Coordinator, Test Student Coordinator, Librarian, and Counsellors - are attending the 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

All incoming Board members (including Appointees) who wish to attend the Spring Board Meeting in person 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

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