

Part:	Financial Management and Administration	Number:	5010
Section:	Treasury Board's General Management Policies	Date:	2020-12-15
Subsection:	Remuneration for Boards, Commissions and Committees	Page:	1 of 1
Policy:	Travel and Other Expenses (Boards, Commissions and Committees)		

Travel and Other Expenses (Boards, Commissions and Committees)

Objective		<i>The objective is to specify the requirements for the payment of travel and other expenses for the chairperson and members of boards.</i>
Authority		<i>The Financial Administration Act, 1993, clause 5(a) and subsection 10(2)</i>
Treasury Board Policy	.01	Reimbursement for expenses incurred by members of boards, commissions and committees is authorized at rates established by the Public Service Commission for out-of-scope employees.
Provincial Comptroller Directives	.02	Members are reimbursed at the rates established by the Public Service Commission for out-of-scope employees unless otherwise specified in legislation and related Order in Council or Minister's Order. Refer to Section 4405 Employee Travel .
	.03	A Travel Expense Statement showing hotel, meals, transportation, intra-city travel, and other related costs is submitted for payment. Each statement is to be signed by the individual submitting the claim and approved by the chairperson, vice-chairperson or designated ministry official. Refer to Section 3136 Travel Expense Claims .
	.04	Refer to Section 3101 GRF Payment Responsibilities for payment details.
References		3101 GRF Payment Responsibilities 3136 Travel Expense Claims 4405 Employee Travel 5000 Treasury Board's Policies for Remuneration 5005 Per Diem Rates (Boards, Commissions and Committees) Accounting Manual, Appendix H Central System Processing