

Expense Reimbursement Policy

Document Owner:	Executive Operations Committee (EOC)
Practice Applies to:	CAFII Member Organizations, Directors, Volunteers and Staffs
Process Responsibility:	CAFII Executive Director
Final Accountability:	Executive Operations Committee (EOC)

This policy applies to CAFII Member Organizations hosting a quarterly Board Meeting as well as Directors, Volunteers and Staff conducting regulatory meetings on behalf of CAFII.

I. Board Hosting Expense Guideline

Effective as of fiscal year 2015,

CAFII will reimburse a CAFII member for the expenses related to hosting a CAFII Board meeting and CAFII Board reception up to a maximum of **\$7500**.

II. Expense Guideline for Government Representation by CAFII EOC or Board Members

Effective as of *December 2, 2014*

Travel, accommodation and meal expenses incurred by CAFII Board and EOC members representing CAFII while on:

- a) Government initiated meetings that have requested CAFII representation (e.g. Provincial Insurance Act rewrite committees, Provincial Superintendent initiated meetings), or
- b) Government meetings to influence specific regulatory or administrative changes as part of a strategy with budget approved by the CAFII EOC or the CAFII Chair prior to confirming attendance or incurring any expenses on behalf of CAFII

Will be reimbursed based on reasonable and customary costs reflecting the travel policy of the institution the representative is employed by.

Concurrence of persons and numbers attending the event shall be at the approval of the CAFII EOC or the CAFII Chair prior to confirming attendance or incurring any expenses on behalf of CAFII:

- Each CAFII representative invited to the event should have a business reason to attend. CAFII typically sends two members to each government meeting. Unless directed otherwise by the Board, only the expenses of two members will be covered.
- CAFII will not reimburse for entertainment of a questionable nature that may negatively impact CAFII's reputation.

Expenses incurred to travel to a CAFII Board meeting will not be reimbursed.

All expenses must be summarized on the CAFII Expense report and submitted with the associated receipts to the CAFII Secretary prior to reimbursement (or the CAFII Chair if the Secretary is not available).

Authorization

Only the Board of Directors has the authority to change or modify the policy on expense reimbursement as it may from time-to-time deem required.