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

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This policy applies to CAFII Member Organizations hosting a quarterly CAFII Board Meeting and Directors, Volunteers and Staff conducting regulatory meetings on behalf of the Canadian Association of Financial Institutions.

## 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**.

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).

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

Effective as of <<enter approval date>>,

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.

- Government personnel entertainment should be avoided to avoid a possible conflict of interest or kept to a reasonable level per person, commensurate with the position of the government official.
- CAFII will not reimburse for entertainment of a questionable nature that may negatively impact CAFII's reputation.
- 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).

CAFII members have agreed to participate in a program of networking and educational meetings with provincial regulators. In order to maintain flexibility in organizing these meeting and to contain ongoing costs for the association, these meetings will not be reimbursed. Expenses incurred to travel to a CAFII Board meeting will also not be reimbursed.

#### **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.