

NORTH ISLAND COLLEGE

BYLAW NO. 5, 2024

A BYLAW TO PROVIDE FOR THE REIMBURSEMENT OF BUSINESS-RELATED EXPENSES TO MEMBERS OF THE BOARD OF GOVERNORS

THE BOARD OF GOVERNORS OF NORTH ISLAND COLLEGE IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw shall be known and may be cited as Bylaw No. 5, 2023, "Reimbursement of business-related expenses to Members of the Board of Governors".
2. Members of the Board shall be reimbursed for business travel and out-of-pocket expenses necessarily incurred in duties carried out on behalf of the Board in accordance with [North Island College \(NIC\) Policy 6-02 Travel Expense](#), that establishes guidelines for travel expenses incurred while on travel status for Board business
3. Meal per diems, payment in lieu of hotel and per-kilometre allowance rates are linked to Provincial Government guidelines and NIC will review and update rates annually (NIC Travel Expense Policy Appendix A).
4. Board expenses may be paid in advance using a College credit card. If this option is not available, out-of-pocket expenses are reimbursed upon the submission of authorized expense claims and receipts. Board members will not be reimbursed for travel within their campus regions.
5. Only in exceptional circumstances will advances be considered by the Vice President responsible for Finance upon submission of a budget prior to travel.

Approved the 8th day of FEBRUARY, 2024



Board Chair
Board of Governors



Executive Assistant, Board of Governors