



TRUSTEE BUSINESS TRAVEL AND EXPENSE POLICY

1. INTENT

The Trust will reimburse Trustees for reasonable and authorized travel expenses while engaged in Trust business based upon this policy. In addition, the Trust will make available to the Trust Secretariat an annual amount to be used by the Trust Secretariat office for various office and operating expenses. The Trust shall pay reasonable expenses of the Trust Secretariat incurred on behalf of the Trust pursuant to this policy or PEBT Board decisions.

2. AUTHORITY

The Trustees delegate the authority to the designated signing officers to reimburse Trustees for approved expenditures under this policy.

3. PRINCIPLES

3.1 Expense claims will be submitted recognizing the fundamental principle that expenses paid from the Trust must be incurred prudently and meet the test of appropriateness and reasonableness.

3.2 Trustee requests for office supplies required in the performance of their duties will be forwarded to the Trust Secretariat.

3.3 Original or scanned original expense receipts are required in all cases over \$20 except for kilometrage, meal per diem and the allowance when staying in private accommodations.

3.4 All travel expenses must be claimed using the prescribed Travel Advance/Expense form.

3.5 All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency. (When travel in the United States takes place, allowable per diems are applied in U. S. dollars before

conversion to Canadian dollars.)

3.6 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.

3.7 All expense claims should be submitted as soon as possible but no later than January 31st of the following year in which the expense was incurred.

4. SCHEDULE OF REIMBURSEMENTS

4.1 Accommodation

Only hotel, hotel taxes, hotel parking and business telephone charges are to be claimed under accommodation. Trustees are expected to book accommodation at government rates when applicable. The Board will pay up to \$35 per night allowance for accommodation, where a Trustee stays with family or friends.

4.2 Lodging

In all cases, Trustees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events.

4.3 Meals

Trustees shall claim a per diem amount of \$102.00 per day, with the exception of partial days or when meals are provided, in which case trustees shall claim based on a portion of the per diem allowance as follows:

Breakfast	20%
Lunch	30%
Dinner	50%

4.4 Air Travel

Arrangements should be made to secure the most economical and practical mode of travel. Travel on airlines based in Canada, when competitive, will be encouraged. Air travel will be used only when ground travel does not meet the event schedule or the distance or time constraint makes it impractical.

4.5 Ferry

Ferry fees will be paid based on actual receipted costs.

4.6 Kilometrage

PEBT Kilometrage reimbursement rate will be in accordance with the published Canada Revenue Agency (CRA) Automobile Allowance Rate for the applicable year.

4.7 Parking

Parking will be reimbursed for actual costs up to \$20 with no receipt and over \$20 will require receipts.

4.8 Private Transportation

Ground transportation, such as airporter, taxis, and private carrier will be paid based on actual receipted costs.

4.9 Public Transportation

Actual costs for public transportation will be reimbursed (no receipt required under \$20).

4.10 Road Tolls

Turnpike and highway toll taxes will be paid based on actual receipted costs.

4.11 Business Meetings

Business expenses, including costs associated with meetings, guest meals, and gratuities for meetings with parties regarding board business, will be reimbursed if receipts are provided. This expense reimbursement will require pre-approval by the Chair and Vice Chair. An explanation of the nature of the meeting and list of attendees shall accompany these business expense claims.

5. SECRETARIAT AND OTHER EXPENSES

5.1 Annual Amount

The Trust will provide an amount of \$5,000 per annum to be used by the Trust Secretariat office for necessary office and operating expenses.

5.2 Operating Expense reporting

Trust Secretariat operating expenses incurred will be reported to the Finance & Audit Committee on a quarterly basis as required.

5.3 Trust Secretariat Expenses in Excess of Annual Amount

All expenses in excess of the annual amount shall require a Trust motion to approve such expenses.

5.4 Recognition of Service to Trust

In recognition of service to the Trust the Trustees shall authorize when appropriate an expenditure of up to \$250 for a Trustee retirement or other authorized reasons.

Last Revised: March 13, 2025