

THE UNIVERSITY OF WINNIPEG
TRUSTEED PENSION PLAN
BOARD OF TRUSTEES

TRUSTEE EXPENSE GUIDELINES

DECEMBER 2011

The following guidelines are applicable while Trustees are traveling on behalf of the Board of Trustees.

1. All reimbursable travel shall be pre-approved by the Operations Committee. Such authorization shall be documented and a copy of that documentation sent to the Treasurer of the Board of Trustees prior to the commencement of any trip.

2. For purposes of expense reimbursement, the Board of Trustees has chosen to match the University's travel reimbursement rates and enact the following policies:
 - 2.1 All expenses will be reimbursed at the actual amount incurred, so long as that amount is reasonable in the circumstances.
 - 2.2 Receipts must be retained for travel expenses such as conference registrations, course fees, accommodations, transportation (air, taxi) etc., and submitted for reimbursement.
 - 2.3 Receipts may be retained for meals and submitted for reimbursement. Alternatively, trustees may choose to claim a per diem which is in line with the University's rates. The choice of per diem or actual receipts must be made for the trip in its entirety, not on a meal by meal basis. When meals are not paid for by the Trustee (e.g., are provided by the conference) no claim should be made for that meal.

Per Diem Rate (as at September 2011):

Meals within Canada..... Breakfast - \$10, Lunch - \$15, Dinner - \$20
Meals outside of Canada..... Breakfast - \$10, Lunch - \$20, Dinner - \$40

- 2.4 Use of a personal vehicle will be reimbursed at the same per kilometer (KM) rate as in place at the University of Winnipeg.

Travel Allowance Rate: \$0.38/KM (as at September 2011)

3. Receipts may be retained for parking expenses for Trustee-related meetings and submitted for reimbursement.

4. Travel or expense reimbursement claims shall be completed with supporting receipts on the UW Travel Claim Form and sent to the Treasurer of the Board of Trustees for approval. The Treasurer of the Board of Trustees will authorize and pass the form to University of Winnipeg Financial Services for processing.