

## **Board Expenses and Reimbursement Policy**

Approval Authority: Board of Governors

Established On: 2006 03 22

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Category: Board of Governors

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### **1.0 PURPOSE**

NOSM University is committed to maintaining high standards for performance based on fair, ethical, legal, environmental, and professional business practices.

Governors are responsible for the fiscal management of NOSM University, and as such, it is particularly important that the Governors are diligent in minimizing expenses incurred in the performance of their duties.

The purpose of this policy is to set out the conditions under which expenses incurred for authorized travel on NOSM Board business by individuals will be reimbursed.

The Ontario Broader Public Sector (BPS) Expenses Directive was issued by Management Board of Cabinet. The purpose of the Directive is to set out the requirement for the designated BPS organizations to establish policies where expenses are reimbursed from public funds.

Individuals are reminded that the University's budget for travel-related expenses is very limited and are encouraged to travel as economically as reasonably possible when attending to Board business. Other methods of participation should be considered for meetings, in that all NOSM U meetings are made available via telephone, videoconference or WebEx.

### **2.0 SCOPE**

This policy is intended to govern the reimbursement of expenses and reimbursements to individuals on the NOSM University Board of Governors or its Committees as it relates to their duties.

Expenditures and accounting must adhere to NOSM Universities applicable policies, procedures, and forms.

Expenditures must also take into consideration NOSM University's commitment to Planetary Health and the University's Pledge for Sustainable Travel. (Attachments A & B)

### **3.0 DEFINITIONS**

The following definitions are outlined in the Broader Public Sector Expenses Directive and apply this policy.

“Accountability” means the University is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives. •

“Transparency” means the University is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.

“Value for Money” means the dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

“Fairness” means legitimate authorized expenses incurred during the course of the business of the University are reimbursed.

#### **4.0 GENERAL PROCESS**

When making travel arrangements, “value for money” considerations must be paramount. Careful consideration of costs, mode of travel, travelling time and convenience will realize the most economical and effective use of all resources.

Expenses of a personal nature will not be reimbursed.

Travel expenses paid by NOSM University may not be used by the claimant for a claim at any other organization.

Rates and allowances referred to in the NOSM University Travel Management and General Expenses policies should be regarded as maximum guidelines.

As it relates to Board and Committee meetings, authorized travel includes:

- a. Travel by members (including Governors and non-Governor Community Members) ordinarily residing outside the Greater Sudbury/Thunder Bay for the purpose of attending required Board or Committee meetings; and or,
- b. Travel by any Member for attending specific events as a Governor outside the greater Sudbury/Thunder Bay area, where either the President, or the Chair of the Board has requested attendance at such function.

There should be no expectation that travel expenses will be borne by the University when a Governor or non-Governor / Community Member’s requirement to be present at a meeting coincides with a personal or business reason for being at the location where the meeting is being held.

#### **5.0 EXPENSE REIMBURSEMENT PROCEDURE**

All expense reimbursement claims from funds, whether operating, restricted, capital, or ancillary funds, require approval on a one up basis by the person to whom a claimant reports and shall follow the NOSM University Travel Management and General Expenses policies and summary.

All Governors and non-Governor Community Members seeking reimbursement must complete a Travel Expense Summary.

Following the appropriate approvals, and subject to the limitations imposed by this policy, reimbursement will be made by direct deposit or cheque in an amount equivalent to the actual expenses incurred and approved.

## **6.0 RELATED DOCUMENTS**

In support of this policy see the following links and documents:

- [Travel Management and General Expenses & Travel Expense Summary](#) (as amended)
- NOSM University's Pledge for Sustainable Travel Attachment A & B

## **7.0 GETTING HELP**

Queries regarding interpretations of this document should be directed to:

University Secretary and Assistant Secretary  
[governance@nosm.ca](mailto:governance@nosm.ca)

Attachment A and B – NOSM U Pledge for Sustainable Travel

## NOSM University's Pledge for Sustainable Travel

NOSM University's travel strategy aims to be simple, inclusive, self-guided, open and transparent remembering that 'the greenest mile is the mile not travelled.'

**Code of Conduct to support a low-carbon travel culture:**



**Monitor and reduce.**  
I will keep track of my travel and the carbon impact of my professional activities and set personal objectives to reduce them when available.



**Account and justify.**  
I will justify my travel considering the location and purpose of the event, my level of participation, and the alternative options available.



**Prioritize, prepare and replace.**  
For activities that I organize, I will choose the location giving high priority to the lowest carbon footprint of travel of the participants, and I will encourage, incorporate and technically support online speakers and webcasts to reduce unnecessary travel.



**Encourage and stimulate.**  
I will resist the feeling of needing to attend every event in person and work towards sensitizing others to the need of the NOSM University community to walk the talk on climate change.



**Reward.**  
I will work with my peers, my university and my professional associations to value alternative metrics of success and encourage the promotion of low-carbon career advancement as a realisable alternative to a high-carbon promotion path.

Before making any travel arrangements, staff should consider the following questions:

**Is my business travel critical and absolutely necessary?**



If it is, how can I minimise my carbon impact?



Is there a method or route which will maximise my productivity whilst travelling?



**Is the cost acceptable?**

In addition to reducing unsustainable travel, NOSM University should encourage sustainable travel. This might include promoting active travel (walking and cycling), the provision of electric bikes supported by digital platforms (apps), changes in infrastructure (e.g. storage and shower facilities) and policies (e.g. car parking priority for those car-pooling). Green travel plans should also set out how staff can be offered flexibility in their working patterns and supported to choose sustainable methods of transport for their commute.

## Engagement de l'Université de l'EMNO envers le voyage écologique

La stratégie de voyage de l'Université de l'EMNO se veut simple, inclusive, autodirigée, ouverte et transparente et rappelle que « le mile le plus vert est celui qui n'a pas encore été franchi ».

### Code de conduite à l'appui d'une culture de voyage à faibles émissions de carbone



#### Surveiller et réduire

Je ferai le suivi de mes voyages et de l'empreinte carbone de mes activités professionnelles, et j'établirai des objectifs personnels pour les réduire dans la mesure du possible.



#### Rendre des comptes et justifier

Je justifierai mes voyages en tenant compte de l'emplacement et du but de l'événement, de mon degré de participation et des options de rechange disponibles.



#### Prioriser, préparer et remplacer

Pour les activités que j'organise, je choisirai un endroit en donnant la priorité à l'empreinte carbone la plus faible des voyages des participants, et j'encouragerai, intégrerai et appuierai techniquement les présentateurs en ligne et les diffusions Web pour réduire les voyages inutiles.



#### Encourager et stimuler

Je résisterai au sentiment de devoir assister en personne à chaque événement et je m'efforcerai de sensibiliser les autres à la nécessité que la communauté de l'Université de l'EMNO fasse ce qu'elle dit concernant le changement climatique.



#### Récompenser

Je travaillerai avec mes homologues, mon université et mes associations professionnelles pour mettre de l'avant d'autres mesures du succès et encouragerai l'avancement de la carrière à faibles émissions de carbone comme solution de rechange réalisable à un parcours de promotion à hautes émissions de carbone.

Avant d'arranger tout voyage, le personnel devrait se poser les questions suivantes :

**Mon voyage professionnel est-il essentiel et absolument nécessaire?**



Si tel est le cas, comment puis-je réduire mon empreinte carbone?



Existe-t-il une méthode ou une voie qui optimisera ma productivité durant mon voyage?



**Le coût est-il acceptable?**

En plus de réduire les déplacements non écologiques, l'Université de l'EMNO devrait encourager les déplacements écologiques. Cela pourrait inclure encourager des déplacements actifs (marcher et faire de la bicyclette), fournir des bicyclettes électriques assorties de plateformes numériques (applis), effectuer des changements dans l'infrastructure (p. ex. installations d'entreposage et de douches) et établir des politiques (p. ex. priorité du stationnement pour les personnes qui font du covoiturage). Des plans de voyage verts devraient également établir comment offrir de la latitude au personnel dans ses modèles de travail et l'aider à choisir des méthodes écologiques de transport pour ses déplacements.