



Preamble

In accordance with section 5.9 of the Teachers' Pension Plan Joint Trust Agreement, the Teachers' Pension Board of Trustees (board) may pay from the Pension Fund an allowance for reasonable travel and other expenses necessarily incurred by a trustee in carrying out the business of the board. The objective of this policy is to ensure the most cost-effective means of travel and promote economy and efficiency in the expenditure of pension funds for trustee travel.

While section 5.15 of the Teachers' Pension Plan Joint Trust Agreement permits trustees to attend Board meetings by way of conference call or other acceptable communication facilities, the board acknowledges that board business is conducted most effectively when the trustees meet in person. Therefore, every trustee must, whenever possible, attend each meeting of the board in person.

The following are allowable travel expenses for trustees who are traveling for board business. The rates are consistent with the rates established by Treasury Board for Group II government employees, as amended from time to time by Treasury Board. Receipts, including proof of payment, are not required unless otherwise noted.

Meal Allowances

Meal allowances can be claimed for each individual meal as per the allowances established by Treasury Board for Group II government employees. A meal allowance cannot be claimed if a meal is provided. Incidental expenses are included in the meal allowance and can only be claimed if no meals are claimed.

Miscellaneous Travel Expenses

Laundry, gratuities, portage and personal phone calls cannot be claimed. Other miscellaneous expenses incurred when travelling (e.g., courier and photocopying charges) can be claimed if supported by original receipts.

Private Vehicle Expenses

Reimbursement for mileage can be claimed as per the rate established by Treasury Board for Group II government employees. The rate can be claimed when using a private vehicle for travel.

Public Transit, Taxis and Parking

Public transit, taxi and parking charges will be reimbursed if original receipts are provided.

Car Rentals

Car rental expenses will be reimbursed if receipts are provided. Where possible, trustees are encouraged to ask for the corporate or government rate.

Trustees are also encouraged to purchase adequate personal accident insurance, but it will not be reimbursed. Collision/loss damage waiver will be reimbursed.

Accommodation

Hotel and motel charges will be reimbursed if receipts are provided. Trustees are encouraged to ask for and use the government rate whenever possible.

Private lodging (e.g. staying with friends or family) will be reimbursed as per Treasury Board's policy for Group II Government Employees as outlined in the Trustee Expense Reimbursement Form. Receipts are not required.

Airfare/Ferry

Airfare (economy only), highway tolls and ferry charges will be reimbursed if receipts are provided.

Bonus points earned on flights for board related travel must be used for future board travel and not for personal use.

Out-of-Province Travel

When trustees travel out-of-province, prior Teachers' Pension Board of Trustees approval may be required. Refer to the Trustee Education Policy for details.

Dependent Expenses

Trustees may be reimbursed for additional dependent care expenses to a maximum of \$50 per day if the expenses are related to care of dependents when the trustee travels for board business, and if the business is required and within the scope of their duties as a trustee.

In cases where dependent care is required, but the trustee does not travel (e.g. if a trustee attends a meeting via conference call), it is the responsibility of the trustee to confirm that it was necessary to incur the expense despite not attending in person.

"Dependent" means a trustee's parent or grandparent by blood, marriage, common-law partnership or adoption, or a child, grandchild, brother, or sister, by blood, marriage, common-law partnership, or adoption, who is under 18 years of age or has an impairment in physical or mental functions.

"Additional" means incremental dependent care expenses necessary for the trustee to fulfill his/her duties over and above the care costs that would have been incurred anyway. Additional dependent care expenses will not be reimbursed if there is someone in the trustee's home who can provide the care.

Original receipts signed by the caregiver/agency are required showing the date(s) being charged, the hourly rate of pay, total hours of care provided, the caregiver/agency name and the total hours being charged. This expense is not a taxable benefit.

Foreign Exchange

Claims/allowance for expenses paid in foreign currency will be reimbursed in Canadian dollars. Actual exchange rates charged on attached supporting documentation (e.g. travel credit card statements, currency exchange slips) should be used if available.

Approved: June 15 and 16, 2017

Amended: December 4 and 5, 2023
December 6 and 7, 2021