

BCSLS Board of Directors Expense Policy. September 30 , 2017

The following Policy is to be effective immediately:

Directors Expenses:

- **Air Travel** – economy airfare booked at least 4 weeks in advance to get the best fare. Flight allowance is up to \$500. If booked less than 4 weeks, then BOD member incurs the extra cost.
- **Car travel** – BCSLS will pay a gasoline allowance of actual gas consumed with receipt. Mileage will not be paid until further notice.
- **Ferry Travel** – if two people car pool [if possible] BCSLS will pay the total ferry fare from Victoria to Vancouver return. Gasoline allowance will be paid to the driver only.
- **Hotel rooms** – if two people share a room, the total room charge will be paid. If a Director takes a single room [i.e. with a spouse] the BCSLS will pay one-half the room cost [room and tax only]. Incidentals are the responsibility of the Director.
- **Congress fees**- BOD will have their Delegation fees for Congress waived. Social tickets at Congress are the responsibility of each Director.
- **Meals** – actual meal costs will be covered with receipt, within reason, but alcoholic beverages are the responsibility of the Director.