



EXPENSE POLICY

The ENAO assumes reasonable out-of-pocket expenses for members of the ENAO Board of Directors (BOD) incurred in direct connection with Association business, including but not restricted to ENAO BOD meetings, ENAO Annual General Meetings (AGM), ENAO conferences and any ENAO supported working groups and committees.

All expenses submitted for ENAO reimbursement, must be accompanied by the original receipts. All financial reimbursement transactions will be in the form of a cheque drawn on the main ENAO bank account.

1. Board of Directors Meetings:

- ENAO BOD members are responsible for making their own travel arrangements and verifying all accommodation requirements with the President.
- ENAO BOD members will receive a complimentary ENAO/NENA annual membership.
- ENAO BOD members receive a \$100.00 per diem for each mandatory day, while attending ENAO BOD meetings, ENAO conferences, and when representing ENAO as approved.
- If travel away from the BOD member's hometown on the preceding and/or the following day(s) is required, one additional per diem travel day per event will be paid by ENAO.
- ENAO BOD members or ENAO representatives will receive a \$50.00 per diem for ENAO endorsed teleconferences, committee meetings and working groups of a part day in length.
- ENAO BOD per diem expense claims will be submitted for BOD review prior to approval at the biannual BOD meetings.

2. Transportation:

- The mode of transportation chosen (air, train, and car) should be that which enables the member to attend meetings and /or Association business with the least cost to ENAO, consistent with the least interruption to the member's regular business and personal schedules.
- For car travel, reimbursement is at a rate specified by ENAO: fifty (50) cents per kilometer.

- Those not within convenient car distance, will be reimbursed for economy train or air fare, plus the cost of local transportation to and from terminals.
- If a BOD member's own car is used for personal reasons, when train or air is clearly the more cost effective mode of travel, only the lesser of the car mileage or equivalent of return train or air fare plus the cost of local transit, may be claimed. In these instances, en route meals and any accommodations are not reimbursable.

3. Accommodation:

- ENAO books and pays for the hotel night immediately preceding an ENAO BOD meeting or ENAO AGM, during ENAO BOD meetings and ENAO provincial conferences, as well as the night immediately following ENAO meetings and conferences. The same applies to any ENAO endorsed working group or committee meetings that are not covered by the sponsoring organization.
- Hotel rooms are booked with 2 ENAO BOD members sharing a room.

4. Meals:

- Breakfast, lunch and refreshment breaks during ENAO BOD meetings will be provided by ENAO.
- Designated "working" ENAO BOD dinners will be paid for by ENAO.

5. Miscellaneous Items for Reimbursement:

- Telephone calls and or faxes to conduct ENAO business.
- Office expenses, couriers, printing and mailing costs.
- Taxi or ground transportation fares to and from air or train terminals in the course of conducting Association business.
- Parking costs incurred when a personal car is used to conduct ENAO Board of Directors business.
- Entertainment costs are considered a personal expense and are not reimbursable.

6. Conferences:

- If an ENAO BOD meeting is held in conjunction with an ENAO Conference, the ENAO Expense Policy applies throughout the meeting, conference and travel days.
- ENAO BOD members receive a complimentary ENAO Conference registration and social event.

- Conference committee members and conference volunteers will attend the ENAO conference and social event as budgeted.
- Speakers may attend all or part of an ENAO conference and/or receive a presenter's fee or honourarium, according to their individual contract with the ENAO Conference Committee.

7. NENA Board of Directors Meetings:

The ENAO Expense Policy applies for the ENAO President or an ENAO BOD delegate to attend the NENA Board of Directors meetings for the purpose of representing ENAO.

Reference: July 2016 ENAO BOD Minutes

Revised: July 27, 2016.