

DIRECTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

Travel Remuneration as per Bylaw No. 236:

Schedule A (3) "In recognition of the fact that some directors incur more travel time than others to attend a meeting, each director who attends a duly authorized board or committee meeting or public hearing which is convened more than 60 kilometers distance or one hour travel time, one way, from the director's home shall be paid \$20.00 for each hour of travel to attend the meeting".

Schedule A (4) "Travel remuneration shall be paid through the payroll department upon receipt of a signed and certified travel remuneration form and should be submitted within 30 days of the meeting. The payroll department's role in reviewing the travel remuneration claim forms is to verify the amounts claimed in accordance with this bylaw and to process claims in a timely manner. Any issues/discrepancies shall be referred to the board or appropriate committee."

Travel remuneration forms must be received by the payroll department seven days prior to the last Monday of each month. This will ensure sufficient time for payroll to process payment in the current month.

Meeting Date dd-mm-yy	Meeting Attended	Location	Travel Time (Hrs.)
Reimbursement for kilometers driven must still be claimed on your expense claim form and submitted to the Accounts Payable department.	Total Hours Travelled		
	Rate per Hour		\$20
	Total Travel Remuneration		

I hereby certify that the travel time claimed herein is for my attendance at duly authorized board or committee meetings or public hearings convened more than 60 kilometers or one hour travel time, one way, from my home and I shall be compensated \$20.00 for each hour of travel to attend the meeting.

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified