

POLICY

POLICY NO. F – 31

CONSTITUENCY EXPENSES

Purpose

To provide clarification regarding the budget for constituency expenses.

Scope

Applies to all Directors of the CSRD

Policy

All Directors may be reimbursed up to a maximum of \$2,500 for constituency expenses for each budget year. Directors are responsible for determining what is a constituency expense, however, constituency expenses must be incurred as a result of CSRD business and the duties of the Office of the Director. Directors may claim for constituency expenses on a monthly basis and must provide a detailed accounting complete with back up receipts for each claim. Finance will ensure that all constituency expense claims are processed within a two week period.

Policy coverage is extended to, but not restricted to, acquisition of the following capital items:

- Cell Phones
- Personal Computers (Laptops)
- Personal Digital Assistants (PDAs)

After consultation with the Director, capital items will be purchased by the CSRD and will be the property of the CSRD. Should the Director for whom the capital item was purchased leave office he/she will have the option to either return the capital item to the CSRD or purchase the capital item for actual cost, less depreciation appropriate by the Manager Financial and Corporate Services. Once the Tangible Capital Asset program is implemented by the CSRD the depreciated value will be determined by that program.

Responsibility

Directors

- To be familiar with this policy and to ensure that this policy is followed when submitting expense claims.

Chief Administrative Officer

- To approve Directors' expense claims prior to payment

Manager Financial and Corporate Services

- To provide advice and clarification regarding this policy.
- To ensure that constituency expense claims are processed within a two-week period.

Effective date of this Policy is January 1, 2009

MAY 2008