
P03 Board Remuneration & Expense Reimbursement

Policy:

Board members are remunerated a per diem amount in recognition of their time and effort required to carry out the mandate of the Board. In addition the Board recognizes that members should not be out-of-pocket for their service and, therefore, reimburses members for reasonable expenses incurred to attend meetings, training, and conferences or where acting as a representative of the Board.

Procedure:

Approval of Per Diem and Expense Claims: All claims shall be approved in accordance with the provisions of this policy. Claims shall be completed and submitted within 30 days following each meeting. The Executive Assistant will review each claim for compliance with this policy. Where a discrepancy occurs the Executive Assistant will bring it to the attention of the member. Where expenses are incurred but not expressly authorized by this policy, the Board Chair shall determine if the expense falls within the intent of this policy. The Executive Director or his/her designate shall review and approve all Board member per diem and expense claims.

Disclosure: Alberta's Agency Governance Secretariat requires Board compensation to be publicly disclosed to help promote consistency by raising awareness of remuneration practices. The Board discloses its member remuneration in its [annual report](#), which is available upon request or on the AIRB website (airb.alberta.ca).

Authority:

The Insurance Act, section 599

The Lieutenant Governor in Council may

(4)(b) fix the remuneration and provide for the payment of expenses to the members who are not employees of the Government.

The Lieutenant Governor in Council ordered (Order in Council 466/2007)

- that members be remunerated a per diem in accordance with Schedule 1 for their time; and*
- that members be entitled to traveling expenses in accordance with the Subsistence and Travel Allowance Regulation made by Ministerial Order 1/98 (amounts subject to change).*

Approved by the Board February 26, 2010

Effective date: February 26, 2010

Approved:

original signed
Honourable Doug Horner
President of Treasury Board
Minister of Finance

Date: July 22, 2014