

## Appendix 21 – Expenses for Individual Council Members

From time to time Council members incur expenses to participate on their Community Council. This includes:

- Travel to attend Council meetings and events
- Child care
- Respite

Reimbursement of expenses should be consistent with CLBC travel policy for Council Members.

Please refer to this link for the travel policy - <http://www.communitylivingbc.ca/wp-content/uploads/Travel-Policy-Volunteer-Committee-and-Council-Members1.pdf>

A travel expense claim form must be completed and submitted before reimbursement of expenses will be processed. A copy of this form can be obtained from the Council Chair, Integrated Services Manager or Supervisor of Administrative Services. This form can also be downloaded by visiting this link – <http://www.communitylivingbc.ca/wp-content/uploads/Travel-Expense-Claim-Form-Community-Councils1.pdf>

Other forms that Council members may need to use include:

- Miscellaneous Expense Claim (usually used for Child care to attend a meeting) - <http://www.communitylivingbc.ca/wp-content/uploads/Miscellaneous-Expense-Claim-Form-for-Community-Council-Members1.pdf>

Forms are considered complete once the required receipts are attached. All forms with supporting receipts must be submitted to the Integrated Services Manager who is responsible for reviewing and approving the expense claims.