

1.12 - Per Diem for Board Members - Policy

Approved: August 22, 1995
Revised: May 28, 2019
Reviewed: April 29, 2025

The members of the Board will be compensated as per *The Regional College Act*, Order-in-Council dated March 6, 1990 (section 7:10, 11) and *Financial Management and Administration Treasury Board General Management Policies Renumeration for Boards, Commissions and Committees Per Diem Rates*

1.12 - Per Diem for Board Members - Procedure

Approved: August 22, 1995
Revised: March 29, 2022
Reviewed: April 29, 2025

Each Board member shall receive a per diem allowance and reimbursement of expenses for attending Board meetings, committee meetings and designated events, as specified in the *Act and Regulations*.

The per diem allowances shall be:

- for the Chairperson - \$155.00 per meeting
- for other Board members - \$110.00 per meeting

A full day per diem will be paid for the following designated events requiring more than five (5) hours of an individual Director's time. Where the total time required of a Director for a designated event is five (5) hours or less, one (1) half the per diem rate shall apply. Travel time shall be included in determining the total time required.

Designated events shall include:

- Board meetings, in person, teleconference, or videoconference,
- Committee meetings,
- Special meetings,
- annual director workshops and Provincial meetings,
- document signing or other administrative function, and
- such other events as may be designated by the Board of Directors.

Board members will receive a full per diem per month for Board meeting preparation and where preparation is required, a half day per diem for designated events.

One third of the per diem allowance is considered to be paid in respect of expenses. (December 1980).

Reimbursement of expenses shall be made at current rates approved for the Public Service of Saskatchewan. Overnight accommodation shall be reimbursed on the basis of actual and reasonable rates and upon presentation of the original receipt. A Board member may claim the Public Service Commission's approved rate for private accommodations without a receipt when eligible to do so.

Meals and mileage allowance will be according to current Public Service Commission's rates.

All Board members receiving per diem payments are to submit expense statements. The following is required on the statement:

- Payee name
- Name of the committee, board, or group the member is working with
- Dates of meetings attended
- Rate of remuneration
- Signature of payee and the authorizing officer, such as Chairperson (as noted in Financial Management and Admin T-Board General Management Policies) or Vice-Chairperson. *The Chairperson's expense claims are to be co-signed by the Vice-Chairperson or alternative member of the Board.*

Appendix 1.12 *Financial Administration Manual Per Diem Rates (Boards, Commissions and Committees)* attached.