



FINANCIAL SERVICES MANUAL

Section:	7.0 Expense Claims
Name:	<i>Executive and Board Travel</i>
Number:	FN 7.5
Approval:	Executive Director/Board of Directors, December 1, 2025

POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is committed to transparency and accountability in accordance with all Ministry directives related to Executive and Board travel. The Society will publicly disclose travel expenses incurred by executive-level staff and Board members to ensure openness and compliance with reporting requirements.

Supporting Documents	Document Link
Forms	
Manuals	
Protocols	

PROCEDURE

The Society will post the total approved year-end audited actual travel expenses by individual executive-level staff member and each individual board member for each of the following expense categories:

- Accommodations
- Meals
- Transportation – specified by type: Airplane, Train, Vehicle, Taxi, Other

- Other travel expenses

The Society must post the total approved year-end audited actual travel expenses on or before the last day of the fourth month following the end of each fiscal year (i.e. July 31)