



GUIDELINES FOR BOARD MEMBER EXPENSES

1. Pursuant to the provisions of the *University of Saskatchewan Act 1995*, board members (except the President and employees of the Government of Saskatchewan) are paid an honorarium of \$100 for board meetings and \$50 for any board or other committee meetings they attend as a member of the Board of Governors, and \$50 for associated travel time. In addition, the Chair of the Board receives an honorarium of \$1200 per year and the Vice Chair of the Board receives an honorarium of \$600 per year.
2. Expenses will be paid in accordance with the University's approved travel and hospitality policies for the following:
 - a. Travel and associated expenses for board members to attend board and board committee meetings
 - b. Travel and associated expenses for board members to attend meetings of other committees (such as search and review and joint board/council committee meetings) which they are attending as a representative of the board of governors
 - c. Travel and associated expenses for board members and for outgoing board members (whether or not their term has already expired) and their guest to attend a farewell event to honour those outgoing board members.
 - d. Travel and associated expenses for board members and, where deemed appropriate by the President and/or the University Secretary, a guest of the board member, to university events and functions where the presence of a member(s) of the board of governors would be considered by the President and/or the University Secretary to be in the interests of the institution. Examples include installations, convocations, retirement banquets, recognition events for staff, faculty, or donors, major athletic events and other celebrations of historic events in the life of the university.
 - e. Travel and associated expenses for board members to conferences related to the role of board members (e.g. the *National Association of University Board Chairs and Secretaries* and the *Association of Governing Boards*), on the written approval of the Board Chair.
3. From time to time the University may provide board members with books and other printed materials directly related to the role of the Board members.
4. Upon the retirement of a board member, the University will provide a modest gift to the outgoing board member.
5. The University does not normally cover the following expenses for board members:
 - a. Tuition
 - b. Membership fees
 - c. Clothing, including academic robes
 - d. Furniture and office equipment



GUIDELINES FOR EXPENSES OF THE CHANCELLOR

In addition to the expenses for board members referenced above, the University will reimburse the Chancellor for the following:

1. Computer, telephone, and other office supplies to be used in carrying out the role of Chancellor.
2. Expenses to cover reasonable costs incurred for hospitality and the hosting of events associated with carrying out the role of the Chancellor.
3. Academic regalia for the Chancellor.
4. Membership fees as deemed appropriate and authorized by the President and/or Secretary.
5. Travel and associated expenses for attendance by the Chancellor (and, where deemed appropriate by the President and/or the Secretary, a guest of the Chancellor) at events and functions where the presence of the University's Chancellor would be considered by the President and/or the University Secretary to be in the interests of the institution. Examples include installations, convocations, retirement banquets, recognition events for staff, faculty, or donors, major athletic events, and other celebrations of historic events in the life of the university.

All travel and associated expenses claimed by board members and by the Chancellor must be supported by appropriate documentation in accordance with the University's travel and hospitality policies, and must be approved by the University Secretary.

The University publishes all relevant travel expenses incurred by the President, Chancellor and Board Chair. Expenses and reasons for the President's travel are posted quarterly, and those for the Chancellor and Board Chair are posted semi-annually. The reports disclose expenses that have been approved and reimbursed at the time of disclosure. All expenses must be incurred in accordance with approved policies and procedures of the University of Saskatchewan, and all applicable laws.

Approved by Board of Governors December 12, 2008
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