

FCBV, Top CBV Under 40 Award, and Communicator Award Recipient Expenses Reimbursement Guidelines

POLICY

General

1. The Institute will reimburse the recipients of the Fellowship (FCBV), Top CBV Under 40 Award and the Communicator Award their reasonable out-of-pocket travel expenses incurred as a result of attending the Recognition Dinner or presentation of such honours/awards. The level of reimbursement will not exceed an amount equivalent to the cost of travel from the individual's residential address to the location of the recognition or presentation.
2. Subject to any specific exceptions noted below, the guidelines apply to all recipients of the FCBV, Top CBV Under 40 Award and Communicator Award. Original receipts must support all expense claims. Claims must be made using the Institute expense form.
3. A claim not falling clearly within the guidelines may be discussed with the President & CEO and if satisfactory explanation is provided, be approved by the President & CEO. The President & CEO will advise the Board of Directors of unresolved claims.

Travel Expenses

As noted above, only an amount equivalent to the travel cost from the individual's residential address to the intended destination will be reimbursed.

1. **AIR**
For all Award recipients, air travel will be reimbursed up to the cost of an economy flight.

Board of Directors
October 5, 2011