COAST FUNDS

Director and Staff Expense Policy

Department	**Finance**	**Approved By**	Board of Directors
Policy #	**FIN-EXP**	**Approved On**	September 22, 2026
Organization	☒ **Coast Conservation Endowment Fund Foundation** ☒ **Coastal Indigenous Prosperity Society**	**Next Review**	Q4 2027 (IFAC)

Summary

The purpose of the Expense Policy is to ensure that administration of the financial resources of Coastal Indigenous Prosperity Society's ("CIPS" or "Society") and Coast Conservation Endowment Fund Foundation ("CCEFF" or "Foundation") maintain an appropriate balance between:

- Commitment to minimize operating expenses to the greatest extent possible; and
- Fair reimbursement of expenses incurred while conducting business on behalf of CIPS and CCEFF (collectively referred to as "Coast Funds").

This policy strives to provide clear guidelines on the nature and extent of reimbursable expenses and the process for obtaining reimbursement. It applies to all Coast Funds Staff and Directors (referred to as "personnel") and provides a guideline for Members and service agreements with contractors.

Policy Statement

1. General

1.1 Coast Fund's investment income is available to fund operating expenses and funding allocations to First Nations. An opportunity to reduce expenses is an opportunity to increase funding allocated to First Nations communities.

1.2 Costs not covered in this policy should be discussed with either the CEO or CFO in advance of incurring any expense. Deviations from the guidelines provided in this policy should be reported to IFAC.

1.3 With the exception of the CEO, all staff travel to communities, funder meetings, and conferences need the approval of the employee's manager and/or the CEO or CFO, ensuring adherence to this policy.

2. Roles and Responsibilities

2.1 Employees are responsible for:

(a) Obtaining expense authority approval before travel plans are in place and expenses are incurred;

(b) If incurring travel expenses, uploading travel plans to the shared calendar; and

(c) Certifying that expense claims are correct, complete, and comply with policy.

2.2 Managers are responsible for:

(a) Approving employee expenses before they are incurred;

(b) Certifying that expense claims:

i) Are for business purposes, appear reasonable, and comply with policy;

ii) Are within budget; and

iii) That the goods and services paid for are received.

3. Corporate Credit Cards

3.1 Coast Funds may provide employees who incur significant ongoing expenses on behalf of the organization with a corporate credit card. A corporate credit card is a privilege and not a right; by accepting the corporate credit card you accept the responsibility of using it as intended.

3.2 Any expenses charged to a Coast Funds credit card which does not meet minimum requirements as set out in this policy will be recovered from the employee. Employees may not use their corporate credit card for personal purchases under any circumstance. Should a personal purchase *accidentally* be charged to a Coast Funds credit card, this will be handled as follows:

(a) First incident – Finance staff invoice the employee for the costs, alert the employee's manager, and document the incident. The employee must pay the invoice within 5 business days.

(b) Second incident – Finance staff invoice the employee, alert the employee's manager, the CFO, and the CEO, and document the incident. The employee must pay the invoice within 5 business days.

(c) Third incident – same as the preceding clause, plus the employee's credit card is cancelled permanently. The employee must incur business expenses personally and claim reimbursement moving forward.

3.3 Copies of receipts for all credit card purchases must be delivered to the Finance Administrator no later than 5 business days after the date on which the cardholder is provided their monthly statement. Expenses charged to a corporate credit card not supported by a receipt must be reimbursed by the cardholder.

4. Transportation

4.1 When travelling on business for Coast Funds, all reasonable transportation costs will be reimbursed. Personnel may take their preferred form of transportation; however, reimbursement is generally limited to the most cost-effective choice available, subject to considerations on travel time.

4.2 When possible, personnel are encouraged to share transportation costs with other employees or organizations.

4.3 When incurring expenses, employees must have the cost pre-approved and predetermine the expense coding (i.e., budget) that will pay for the costs.

AIRFARE

4.4 Economy class airfare will be reimbursed.

4.5 Employees should purchase a refundable ticket if they believe the trip is likely to be cancelled or postponed. If a refund is received, it must be remitted back to Coast Funds (if the purchase was not refunded to a corporate credit card).

4.6 If an employee needs to cancel a non-refundable ticket and they receive an airline credit, that credit must only be used for future business travel on behalf of Coast Funds.

CAR RENTAL

4.7 When required, car rental costs (including car sharing services such as Evo, Modo, etc.) for up to a mid-size vehicle will be reimbursed. Costs for a larger vehicle will be reimbursed if required for safety reasons, or due to the number of passengers.

4.8 When available, discount rates should be requested.

4.9 Vehicles may only be operated by employees and should only be used for Coast Funds business.

4.10 Rentals are for four-wheel passenger vehicles only.

4.11 Vehicles must be rented by an authorized Coast Funds Credit Card holder.

4.12 Rental must be from a commercial car rental agency or reputable care sharing service (e.g., Evo, Modo).

4.13 The full rental cost (or portion thereof) must be charged to a Coast Funds Credit Card.

4.14 Only one vehicle can be rented at any one time per Coast Funds Credit Card.

4.15 Employees must decline the collision damage waiver benefits or loss damage waiver offered by the rental agency (when not prohibited by law). If there is no space on the rental agreement to decline coverage, you must write on the contract "I decline the CDW provided by the rental agency".

4.16 The Rental Car must be operated by Primary Cardholder or an insured person listed on the Rental Car Agreement and authorized to operate the Rental Car under the Rental Car Agreement in accordance with its conditions.

PUBLIC TRANSIT

4.17 All public transit charges when travelling on Coast Funds business will be reimbursed based on receipt amounts.

4.18 Employees who purchase unlimited-use transit passes for personal use may not claim a portion of the pass cost, even if the pass is partially used for work travel, since there is no marginal cost incurred specifically for Coast Funds business.

FERRY

4.19 Only undersize vehicle charges will be reimbursed for ferry travel. Fees for non-Coast Funds' passengers (e.g. travelers accompanying Coast Funds personnel) will not be reimbursed.

TAXI AND RIDESHARE

4.20 Taxi fare, including reasonable tips (18% or below), will be reimbursed.

PARKING

4.21 All standard parking charges when travelling on Coast Funds business will be reimbursed.

4.22 Parking tickets for parking illegally or exceeding a permitted time limit are not reimbursable.

PERSONAL VEHICLE

4.23 Mileage will be reimbursed at the rate provided by Canada Revenue Agency that is in force at the time of travel. Total mileage for each trip is required on the expense claim form, including purpose of the trip, starting, and end point of each trip. The start and end of your mileage tracking is the office or your home, whichever is shorter. If a trip involves travel on a ferry, the distance travelled by ferry is not eligible for mileage reimbursement.

4.24 Receipts are required for all transportation expenses, except for mileage claims.

5. Accommodation

HOTELS

5.1 While personnel may stay at the hotel of their choice, the selection of accommodation should be based on a balance between comfort, optimal location, and reasonable price. Reasonable price fluctuates based on both season and location.

5.2 Personnel are asked to access discounted hotel rates whenever possible (for example First Nations or government rates). Note that Coast Funds is eligible for government rates through BC's corporate supply arrangements program. A list of hotels offering discounted rates can be found at: https://csa.pss.gov.bc.ca/businesstravel/

5.3 Reimbursement for accommodation in major city centers will be limited to the following maximum amounts:

(a) Low season (Nov – Mar) - $350 per night (before taxes)

(b) High season (Apr – Oct) - $400 per night (before taxes)

5.4 This maximum amount is not meant to be a guideline, but a cap. Cost of hotel accommodation outside of major city centers should be significantly less than the cap.

5.5 It is noted that definitions for low/high seasonality may shift depending on the hotel. Employees and Directors are requested to inquire and use their reasonable discretion to determine high and low season for a given situation.

5.6 It is further noted that hotel prices vary significantly, and increase over time and around certain events. If staff have made every reasonable effort to find a hotel within the above cap price and are unable to, the CEO or CFO may approve a nightly rate in excess of the cap. This approval must be obtained prior to booking.

5.7 Additional charges for incidentals such as movies, internet use, and dry-cleaning will be reimbursed up to a maximum of $14.00.

5.8 Receipts are required to claim accommodation charges.

PRIVATE RESIDENCE

5.9 Maximum reimbursement for lodging at a private residence is governed by the Province of British Columbia's Core Policy and Procedures Manual. As of the approval date of this policy, the maximum per night is found in Chapter 10 Appendix 1. However, reference should always be made to the latest policy in force.

5.10 No receipt is required to claim this accommodation charge.

6. Meals

PER DIEMS

6.1 When travelling on Coast Funds business, employees may claim meal per diems in accordance with the Province of British Columbia's Core Policy and Procedures Manual. As of the approval date of this policy, these are found in Chapter 10 Appendix 1. However, reference should always be made to the latest policy in force.

(a)

6.2 A per diem will not be paid when:

(a) Employees who normally work in the office are working in Vancouver;

(b) Meals are provided at a function or meeting; or

(c) Meals can be taken at home prior to departure or on return.

6.3 Receipts are not required to claim per diems but should accompany the travel claim

MEETINGS

6.4 From time to time, it is appropriate for Coast Funds to pay for food and/or non-alcoholic drinks consumed during meetings with stakeholders.

6.5 The per diem amounts provide a guideline for a reasonable cost per person. Costs frequently incurred in excess of this guideline will be brought to the attention of the CFO or CEO. A guideline on alcohol consumption during meetings is discussed in the section entitled "Alcohol".

6.6 Receipts are required to claim meeting charges. The receipt must include a record of the purpose of the meeting and participant names.

7. Alcohol

7.1 The purchase of alcohol includes a social and legal responsibility to ensure the safety and welfare of all participants. Regardless of who is paying for alcohol, one must consider:

(a) Serving food with alcoholic beverages;

(b) Reasonable constraint; and

(c) Safe passage home.

7.2 Alcohol expenditures are eligible for reimbursement under the following conditions:

(a) Only permissible when food is also being consumed;

(b) Alcohol should not be consumed during lunch. Consumption during a dinner meeting is limited to a maximum of 1 drink per person;

(c) Subject to a reasonable cost; and

(d) It is expected that alcohol consumption will be occasional.

7.3 If personnel have not been able to arrange safe transport home, taxi or other ride service fare, or public transportation, will be paid for by Coast Funds for anyone consuming alcohol at a company meeting or event.

8. Telecommunications

8.1 Coast Funds provides mobile phones with voice and data plans for its employees to use in order to meet the conditions of employment.

8.2 Employees must reimburse Coast Funds for personal use in excess of the shared maximum voice and data plan.

(a) When travelling outside of Canada, Staff are responsible for reducing the cost of cellphone usage by purchasing an appropriate roaming plan.

(b) Employees will generally receive the latest iPhone or Samsung model. Other mobile phone models are not available to ensure interoperability and seamless IT management by Coast Funds.

(c) Coast Funds minimum period of replacement of mobile phone hardware is 2 years. Employees are encouraged to replace phones after 3 years to reduce e-waste and expenses.

(d) Upon receiving their mobile phone, employees must arrange the installation of a sturdy case and screen protector which will be paid for by Coast Funds.

(e) Personal use of the mobile phone is permitted as long as it does not jeopardize use of the phone for Coast Funds business, negatively impact Coast Funds' reputation, incur additional expenses for Coast Funds, and is consistent with the guidance provided in the latest version of Coast Funds' Employee Guidebook.

(f) All mobile phones must have the employee's Coast Funds email fully functional, and wi-fi connected to Coast Funds' secure wireless network. Mobile phones should be set to notify employees of incoming text messages in the event of an urgent issue or emergency.

(g) Employees are not to exceed their data limit each billing cycle and are expected to monitor data use. Streaming of audio and/or video on Coast Funds' data plan is expressly discouraged. Please see the Finance Administrator to monitor your data use. Furthermore, data plan use trackers are available to monitor on-demand.

(h) Coast Funds provides all employees with Canada-US-Mexico wide unlimited calling and text messaging.

(i) Employees must be aware of the plan limits, and not incur international calling or texting charges for personal reasons at any time. For business use, employees should endeavor to contact international callers from Coast Funds' office phones in order to minimize expenses.

(j) Roaming (data, voice calling, text messaging) while employees are outside of Canada-US-Mexico is not permitted unless previously approved by the CEO or CFO.

(k) When travelling outside of Canada-US-Mexico, employees are responsible for ensuring zero roaming charges are incurred. Check the following settings before you leave Canada to ensure compliance:

i) Turn Off: Data Roaming

ii) Turn Off: All Cellular Data

iii) Limit Cellular Data Use for Each Installed App

iv) Use Wi-Fi Only

8.3 Any changes to phone features (such as adding long distance or roaming plans) must be requested in writing to the designated administrator of the corporate cell phone plan and approved by the CFO before said administrator actions the request.

8.4 Any computer equipment purchased by Coast Funds, such as mobile phones and laptops, are the property of the organization and will be retained by Coast Funds in the event that an employee leaves. The employee may have the opportunity to purchase equipment at fair value.

9. Process for Reimbursement

TIMELINE

9.1 All claims for expense reimbursement should be submitted within 5 business days of month end. Expense reimbursement payments will be issued upon the receipt of a properly completed request within the organization's bi-monthly payment cycle.

APPROVAL PROCESS

9.2 Staff expense reimbursement claims are approved by the employee's reporting manager. Director expense reimbursement claims are approved by the CFO or the CEO.

9.3 The responsibility to observe the Expense Policy rests with both the person who submits the claim and the person who authorizes the claim. Submission or approval of an expense claim certifies that the completed expense claim is in accordance with Coast Funds' Expense Policy.

COMPLETION OF EXPENSE CLAIM FORM

9.4 Minimum information required on all expense claim forms:

(a) Name – The name of the person claiming the expenses.

(b) Purpose – The purpose of the expense being claimed is required. The information should include the location and date of the meeting or function.

(c) Dates – The date(s) the expenses were incurred. Attestation of compliance – the claimant must declare that they have read and understood this policy, and that their claim complies with it.

9.5 Receipts or invoices are required to support all expenses and must be attached to the expense claim form; exceptions are for per diems, lodging at a private residence, and mileage. Original copies of receipts or invoices are not required; copies are acceptable. A credit card slip is not an acceptable receipt or invoice. Any expenses not supported with proper documentation will not be reimbursed.

9.6 Any costs that have been reimbursed by another organization cannot be claimed for reimbursement from Coast Funds. If a cost already reimbursed by Coast Funds is subsequently reimbursed by a third party, the third party's reimbursement must be remitted to Coast Funds.

10. Honoraria

10.1 Coast Funds staff may provide honoraria to individuals in recognition of services provided that are not formally billed. A common example is to provide an honorarium to an Elder for providing a welcome, or other ceremonial or spiritual work.

10.2 Honoraria may be provided in two ways:

(a) Cash, paid by an employee and claimed for reimbursement.

i) If paying cash, the employee must have the recipient sign a slip acknowledging receipt, so long as this is culturally appropriate.

ii) If having the recipient sign a slip is deemed inappropriate, a second staff member who observed the transaction must sign the slip as a witness, validating the cash payment occurred.

iii) If the employee does not have either an acknowledgement or witness slip, they will not be reimbursed.

(b) Electronic Funds Transfer (EFT) or Cheque.

i) If the honoree does not need to be paid immediately, staff can complete an *Honorarium Payment Request Form*, which is processed through Coast Funds' standard accounts payable system.

Related Policies

Coast Funds (organization-wide)

- FIN: Finance Policy
- Employee Guidebook

External

- Core Policy & Procedures Manual - Province of British Columbia