

Travel Expenses

Date created: March 29, 2003

Date approved: May 7, 2003, June 7, 2013

Date last reviewed: Feb 13, 2009, October 21, 2011, Dec 7, 2015

Category: Board

File code: Bd15/Policies/Bd-02-Travel-Expenses-final-Dec-7-15.docx

Authority: *Health Professions Act*, section 19(1)(v); Bylaws 9(1)(b) and 21(1)(b).

Background:

The Act and bylaws require the college to reimburse Board and committee members “for reasonable expenses...incurred in connection with the business of the college”. This includes College designates.

Policy:

1. Transportation

- Members are encouraged to use the least expensive means of transportation, within reason, and are reimbursed on that basis.
- Members are to arrange the least expensive flight fare possible, within reason, e.g. staying over a Saturday night, booking in advance, and using discount airlines. The College pays the penalty if the flight must be cancelled or changed due to a change in meeting date. Applicable airport taxes/fees, ground transfers (taxi, shuttle bus) are reimbursed according to receipts submitted.
- Members travelling by ferry are reimbursed for standard ferry fare and/or bus fare. Reservation fees are reimbursed.
- Members may claim parking expenses when on college business. Meter parking may be claimed without a receipt.

2. Accommodations

- Wherever possible, the College pre-arranges the lowest possible group hotel rate for room and taxes. Reasonable telephone costs are reimbursed. All other expenses (spa, video, bar, etc.) are the responsibility of the individual. A daily “incidental” cost of \$7.00 for tips, etc. is reimbursed on request without receipts.
- When the College cannot pre-arrange hotel billings, members submit expenses for reimbursement.
- An additional night accommodation is covered for members who cannot reasonably arrive the day of a meeting or event, or leave the day the meeting or event concludes.

3. Meals
 - Reimbursements are to a maximum of \$44.00 per day. Taxes and gratuities are included. Alcohol is not reimbursed.
4. Honoraria and per diems
 - Board per diems may be claimed according to the board policy Bd-03: Honoraria and Per Diems.
5. Daycare/ respite care
 - Reasonable day care/ respite care expenses are reimbursed.
6. Submission of expenses
 - Expenses are submitted to the Registrar or Executive Assistant on the College's expense and per diem/honoraria claim form. Receipts must be included except where specified. Reimbursement is within 30 days.