

## **Travel Expenses**

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**Category:** Board

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

### **Background:**

The Act and bylaws allow for the reimbursement of travel expenses for Board and committee members and College designates.

### **Policy:**

#### 1. Transportation

- Members are encouraged to use the least expensive means of transportation available, and consider related costs of accommodation
- Members are to arrange the least expensive fare possible, e.g. Staying over a Saturday night, booking in advance, using discount airlines. The college will pay the penalty if the flight must be cancelled or changed due to a change in meeting date. Applicable airport taxes/fees will be reimbursed according to receipts submitted.
- Members travelling by car are reimbursed at \$0.52/km or the lowest rate for air travel. Ground transfers are reimbursed according to receipts submitted.
- Members travelling by ferry are reimbursed for standard ferry fare and/or bus fare. Reservations may be made, or assured boarding passes may be purchased, and the premium charged for this service is reimbursed.
- Parking expenses are reimbursed. Board and committee members may claim parking expenses when attending the office on college business. Meter parking may be claimed without 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 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 up to a maximum of \$44.00 per day, tax and gratuities included. Alcohol is not included for reimbursement.
4. Honoraria and per diems
  - Honoraria and per diems may be claimed according to the bylaws and the board policy entitled "Honoraria and Per Diems".
5. Daycare/respice care
  - Reasonable daycare/respice care expenses are reimbursed.
6. Submission of expenses
  - Expenses are submitted to the Registrar on the College's expense and per diem/honoraria claim form. Receipts must be included. Repayment is within 30 days.