

CDSBC Expense Policy for Volunteers

- I. Preamble
- II. Honorariums
 - A. Discipline Committee and Inquiry Committee.
 - B. Travel Time
 - C. Cancellation Policy
- III. Expenses
 - A. Principles
 - B. Travel
 - 1. Air
 - 2. Personal Vehicle
 - 3. Rental Vehicle
 - 4. Taxis
 - 5. Parking
 - C. Insurance
 - D. Accommodation
 - E. Meals
 - F. Telephone
 - G. Child Care/Dependent Adult
 - H. Incidentals
 - I. Not Paid
 - J. Expenses for Social Functions
- IV. Purchased Services

I. PREAMBLE

Volunteers contribute to CDSBC by providing service, leadership and expertise, which enable CDSBC to fulfill its mandate.

The College of Dental Surgeons of British Columbia exists so that British Columbians are assured that the dental profession meets appropriate standards of practice, care, ethics and competence.



The contributions made and the work performed by CDSBC volunteers allows those individuals to serve the public of British Columbia and contribute to the dental profession.

II. HONORARIUMS

In recognition for time and services donated to CDSBC matters, volunteers will receive honorariums in accordance with the principles of this Expense Policy.

1. Elected officers will receive an annual honorarium.
2. Each committee member (Board, Executive, committees, working groups, etc.) is entitled to the same compensation as each other committee member, in accordance with this policy.
3. Committee members are eligible to receive a daily honorarium (in the circumstances listed below) as recognition for time and services donated to CDSBC matters and as determined by the Board.
4. Honorariums will be paid to volunteers who participate in committee meetings.
5. Board will review CDSBC honorariums at least every three years.
6. Every effort will be made to schedule committee meetings after regular working hours.
7. When submitting for reimbursement of expenses, volunteers are asked to recognize the principle that the work they perform on behalf of CDSBC is a means for individuals to serve the public of British Columbia and give to the dental profession; therefore, volunteers are expected to ensure their claims are fair and reasonable.

The President will receive an annual honorarium of \$75,000 (effective July 1, 2010). Other Elected Officers will receive an honorarium of \$30,000. Future reviews should ensure that the honorariums for CDSBC Elected Officers are consistent with honorariums paid to Elected Officers of the BC Dental Association.

All others may receive a daily honorarium of \$375.00 for a full day; \$200.00 for a half a day (four hours); or \$50.00 per hour to a maximum of the daily rate.

Persons requested by the President or Board to represent CDSBC at meetings of other organizations may claim honorariums in accordance with this policy. Any monies received from the other organization because of the person's attendance will be subtracted from the honorariums to which the person would be entitled under this policy.

- A. **Discipline Committee**
When a hearing is scheduled for a number of days, honorariums will be paid as follows:



- i) 1 to 3 days honorariums X 1
- ii) 3 or more days honorariums X 2

B. Travel Time

Travel time does not normally qualify for honorariums. Exceptions may be submitted to CDSBC for review.

C. Cancellation Policy

Where a person is requested to attend a matter pertaining to CDSBC business for which the person would be entitled to honorariums according to this policy and that matter is cancelled without sufficient notice, that person shall be entitled to request and receive the honorariums which would have been payable but for the cancellation, provided:

- 1. the person would have earned income on the day for which the honorariums is requested; and
- 2. the person made a reasonable attempt to mitigate against the loss of that income for that day but was unable to do so.

If that person is able to partially mitigate loss of income, the request for honorariums will be prorated accordingly.

Expenses will be paid that cannot be avoided due to the lack of notice.

III. EXPENSES

A. Principles

- 1. To be eligible for reimbursement, expenses must be necessary, reasonable and justifiable. Claims must be accompanied by original itemized receipts.
- 2. Expenses must be itemized, claimed on CDSBC's "Expense Claim Form" and be submitted to CDSBC within thirty (30) days of the event.
- 3. The Registrar, assisted by CDSBC staff, will administer the Expense Policy ensuring claims are fair, reasonable and consistent with this policy.
- 4. The Registrar will review the policy annually and make recommendations for any changes to the Board.
- 5. The Treasurer will monitor the administration of the policy.
- 6. If an expense claim is rejected by the Registrar, the claim can be appealed to the Treasurer who has the authority to grant extraordinary claims and may make exceptions in specific cases.



The President and the other Elected Officers shall be reimbursed for all expenses incurred on behalf of CDSBC when conducting CDSBC business.

B. Travel

Travel should be by the most appropriate means in the circumstances and after regular working hours.

Comparisons should be made between the cost of air travel and the cost of ground transportation plus fees when travel is required during normal business hours. CDSBC will reimburse for the lesser of the two.

1. Air

Except for short journeys, where the use of a motor vehicle is more economical, economy air travel is the standard. Discount fares, requiring reservations to be made in advance, should be used where possible. For long trips, excursion rates shall be used where possible. If staying overnight on Saturday means that the reduction in airfare will exceed extra hotel and meal costs, doing so is encouraged. The CDSBC administrative assistant for each committee shall assist in scheduling travel.

On flights involving more than four hours of travel, and particularly with more than one leg in the flight, the Elected Officers, Registrar and those approved by the Executive may book Executive Class seats, when travelling on CDSBC business.

2. Personal Vehicle

Mileage will be paid at \$0.52/km for the first 5,000 kilometres and \$0.46/km thereafter (a rate established in accordance with section 7306 of the *Income Tax Regulations* by Canada Revenue Agency.) Mileage claims shall not exceed the cost of economy airfare plus ground transportation for the distance involved.

3. Rental Vehicle

A rental vehicle may be used if it is more cost effective than other transportation alternatives. If staying with family or friends, a vehicle may be rented if the cost of renting the vehicle is less than the cost of staying at a hotel. When renting a vehicle, one must obtain the rental company's collision protection, unless otherwise insured.



4. Taxis

Reimbursement will be paid for travel to and from airports, hotel, residence and meetings. If a person chooses to stay at a hotel other than the one recommended by CDSBC (where rooms are available), that person will not be reimbursed for taxis to and from their hotel to the meeting if the costs of the hotel room and taxis are more than the room rate at the recommended hotel.

5. Parking

As required for personal or rental vehicle.

C. Insurance

All persons traveling on authorized CDSBC business have life insurance coverage supplied by CDSBC to the amount of \$250,000.00.

D. Accommodation

Meeting participants are expected to stay at the hotel recommended by CDSBC, or may stay at a hotel that offers an equivalent or lower room rate. Hotel accommodation will be reimbursed for those who cannot arrive and/or depart on the day of the meeting. Hotel accommodation shall not be reimbursed where the person resides within fifty (50) kilometers of the place of attendance or meeting, unless that person is required to attend on two or more consecutive days.

E. Meals

CDSBC shall reimburse monies actually spent for meals, bar service (if any) with meals and gratuities, subject to the following maximums:

Breakfast	\$20.00 plus taxes
Lunch	\$30.00 plus taxes
Dinner	\$50.00 plus taxes

CDSBC shall not pay for any other bar bills.

When CDSBC has arranged for meals to be provided to meeting participants, CDSBC shall not reimburse for meals eaten elsewhere.

F. Telephone

CDSBC shall reimburse the cost of local and long distance telephone charges for CDSBC business.



CDSBC will reimburse the cost of brief long distance telephone charges to a person's family or place of employment where an overnight stay is involved (billed as incidentals – see below).

- G. **Incidental Expenses**
Incidental expenses including gratuities, personal phone calls, etc., to a maximum of \$10.00 per day, may be made without receipts, but with explanation, when incurred on CDSBC business.
- H. **Not Paid**
Expenses for such things as movies, health club fees, sports fees, laundry, alcoholic beverages (except in conjunction with a meal), mini-bar or charges for family members or guests shall not be paid.
- I. **Expenses for Social Functions**
Expenses relating to attendance at social events are not reimbursable unless specifically approved by Board. It would be reasonable that the President and Registrar, as the official spokespersons for CDSBC, may have to attend some functions on behalf of CDSBC and may be required to attend with their significant other. Reimbursement for such expenses shall be determined on a case by case basis.

IV. PURCHASED SERVICES

In addition to regular employed staff, from time to time CDSBC purchases services from individuals who are either employed or work as independent contractors. CDSBC Expense Policy for Volunteers does not apply when CDSBC is purchasing services. Such individuals are paid at a rate appropriate for the services required and as determined by the Registrar.

Examples of this include:

- Sedation and General Anaesthetic Services Committee Inspectors
- Expert Witnesses
- Complaint Reviewers
- Remedial Enhancement Assessors
- Private Investigators

In addition, witnesses required to testify at a hearing receive witness fees as determined by statute.