



SUMMARY OF EXPENSE POLICY

The complete Expense Policy can be found at www.cdsbc.org.

- Claims must be accompanied by ORIGINAL, ITEMIZED RECEIPTS.
- Expense claims must be submitted to CDSBC WITHIN SIXTY (60) DAYS of the meeting.

HONORARIUMS

For Board, Committee, or Working Group meetings

- \$500/day, \$250/half-day, or \$50/hr

For hearings of the Discipline Committee

- 1 to 3 consecutive days
 honorariums × 1
- 4 or more consecutive days
 honorariums × 2

TRAVEL

Travel time is not reimbursed.

- Air
 - » The most economic fares should be used.
 - » Contact CDSBC committee staff for assistance.
- Personal Vehicle
 - » Mileage will be paid up to the cost of economy airfare plus ground transportation. Contact CDSBC staff for current rates.
- Rental Vehicle
 - » May be used if the cost is less than other transportation alternatives, or less than staying at hotel (e.g., when staying with family or friends).
- Taxis
 - » Will be reimbursed for travel to and from meetings.
- Parking
 - » For personal or rental vehicle.

ACCOMMODATION

- Will be reimbursed for those who cannot arrive/depart on the meeting day.
- Will not be reimbursed where a person resides within 50 km of the meeting location unless attending two or more days.

MEALS (original, itemized receipts required)

- Food and beverages will be reimbursed to the following maximums (all figures include taxes and gratuities):

Breakfast	Lunch	Dinner
\$30	\$35	\$55

- If meals are pre-booked by CDSBC and provided to the group as a whole, any meals eaten elsewhere will not be reimbursed.

OTHER

- Telephone
 - » The cost of local and long distance charges for CDSBC business will be reimbursed.
- Incidental Expenses
 - » Will be reimbursed to a maximum of \$10/day without receipts, but with explanation.
 - » Expenses for 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.
 - » All persons travelling on authorized CDSBC business have life insurance coverage to the amount of \$250,000.

EXPENSE CLAIM FORM

(use one form per meeting)

CDSBC provides reimbursement for actual expenses incurred when working on the College's behalf. Members of the public may submit for honorariums for time spent at meetings. Beginning 1 March 2014, registrants who choose to claim an honorarium may do so when meeting time takes them away from their practice.

Expense claims must:

- be submitted within sixty (60) days of date of expense¹
- include original, itemized receipts.

Note that your claim will be denied if the above requirements are not met.

Claimant Name _____

Address _____

CDSBC meeting _____ Date _____

Meeting Expenses	Claim \$	Internal Use
Honorarium _____ (hrs) OR _____ days		
Travel		
Airfare 1. _____ 2. _____ 3. _____ 4. _____ =		
Ferry 1. _____ 2. _____ 3. _____ 4. _____ =		
Taxi 1. _____ 2. _____ 3. _____ 4. _____ =		
Bus/Train 1. _____ 2. _____ 3. _____ 4. _____ =		
Mileage (@55¢/km) 1. _____ 2. _____ 3. _____ 4. _____ =		
Parking 1. _____ 2. _____ 3. _____ 4. _____ =		
Accommodation		
Room charge		
Gratuities (\$10 max/day) Details		
Other		
Meals claim amount spent		
Breakfast (maximum of \$30 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ =		
Lunch (maximum of \$35 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ =		
Dinner (maximum of \$55 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ =		
Total Claim	\$	

Claimant signature _____ Date _____

Approved by _____ Date _____