CDSBC Expense Policy

I. Preamble

II. Honorariums
   A. Discipline 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. Incidental Expenses
   H. Not Paid
   I. Expenses for Social Functions

IV. Purchased Services
I. Preamble

Board, Committee and Working Group members contribute to CDSBC by providing service, leadership and expertise, which enable CDSBC to fulfill its mandate.

The expense policy does not provide members with an income outside their regular endeavours, but is meant to reimburse expenses and provide some compensation for work on behalf of the college.

II. Honorariums

Board, Committee and Working Group members will receive honorariums in accordance with the principles of this Expense Policy.

1. Each member (Board, committees, working groups, etc.) is entitled to the same compensation as each other member, in accordance with this policy.

2. Members are eligible to receive a daily honorarium (in the circumstances listed below) as recognition for time and services provided to CDSBC matters and as determined by the Board.

3. Honorariums will be paid to those who participate in Board, committee and working group meetings and who make a claim. Claims must be submitted with original receipts and within 60 days of meeting, or will not be reimbursed.

4. The Board will review CDSBC honorariums at least every three years.

Every member will receive a daily honorarium of $500 for a full day; $250 for half a day (four hours); or $50 per hour to a maximum of the daily rate.

Persons requested by the 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

All members of a hearing panel are entitled to claim an honorarium for each day served sitting at a hearing, or deliberating as a panel. Honorariums will be paid as follows:

i) 1 to 3 consecutive days: honorariums x 1

ii) 4th and subsequent consecutive 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 sixty (60) 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 Audit and Risk Committee will review the policy annually and make recommendations for any changes to the Board.
5. The Audit and Risk Committee will monitor the administration of the policy on behalf of the Board
6. If an expense claim is rejected by the Registrar, the claim can be appealed to the Audit and Risk Committee which has the authority to grant extraordinary claims not inconsistent with this policy.

B. Travel

Travel should be by the most appropriate means in the circumstances.

Comparisons should be made between the cost of air travel and the cost of ground transportation plus fees when travel is required. 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 if requested.
On flights involving more than four hours of travel, and particularly with more than one leg in the flight, the Registrar and those approved by the Board may book Executive Class seats, when travelling on CDSBC business.

2. Personal Vehicle
Mileage will be paid at a rate established in accordance with relevant section(s) of the *Income Tax Regulations* issued from time to time 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 under the age of 75 traveling on authorized CDSBC business are covered by a Group Business Travel Accident Policy held by CDSBC.

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  $30.00 (including tax and gratuities)
Lunch     $35.00 (including tax and gratuities)
Dinner    $55.00 (including tax and gratuities)

CDSBC shall not pay for any other bar bills.

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

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 are not eligible for reimbursement.

I. Expenses for Social Functions
Expenses relating to attendance at social events are not reimbursable unless specifically approved by the Board. It would be reasonable that the Board Chair 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 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 Facility Assessors
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.