



## **CDSBC Expense Policy**

- 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. Incidentals
  - H. Not Paid
  - I. Expenses for Social Functions
- IV. Purchased Services



## **I. Preamble**

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

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

The expense policy is not intended to provide members with an income outside their regular endeavours, but is meant to reimburse expenses and provide monetary support for expenses beyond expected altruism.

## **II. Honorariums**

In recognition for time and services provided to CDSBC matters, Board and Committee members will receive honorariums, if claimed, in accordance with the principles of this Expense Policy.

1. Elected officers will only receive an annual honorarium.
2. Each committee member (Board, 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 provided to CDSBC matters and as determined by the Board.
4. Honorariums will be paid to those who participate in committee meetings and who make a claim. Claims must be submitted with original receipts and within 60 days of meeting, or will not be reimbursed.
5. The 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, Board and Committee members 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, Board and Committee members are expected to ensure their claims are fair and reasonable.
8. Registrants who are Board and Committee members may only submit for hourly or daily honorariums when their work on behalf of the College takes them away from their usual professional time. The fees established are not meant to reimburse the Board or Committee member for his/her usual income, but they are designed to provide some monetary support when their volunteer duties demand that they leave or be absent from their usual work hours.



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 \$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 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**

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) 4<sup>th</sup> 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.

## **II. 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 Governance Committee will review the policy annually and make recommendations for any changes to the Board.
5. The Governance 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 Governance Committee which has the authority to grant extraordinary claims not inconsistent with this policy.

The President and Elected Officers are entitled to make claims for reasonable expenses incurred on CDSBC business in the same manner as other Board or Committee members.

#### **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 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 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	\$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 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 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.