



Type of Policy: Operations	Approved By: Executive Committee
Date Approved: September 2013	Next Review Date: August 2026
Amendment Dates: August 2021, August 22, 2024	

Policy on Travel and Expense Reimbursement for Council and Committee Members

Purpose

To provide clear and reasonable guidance regarding reimbursement for expenses associated with travel and other aspects of participating as a Council and committee member.

Scope

This policy applies to registrants of the College who serve on Council or committees who travel, attend, and engage in work on behalf of the College.

Rate for Extended Travel Time

When travel time is required as a component of transacting College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (outlined below). Extended travel is to be claimed on the Honoraria Claim Form.

Expenses

The following expenses related to College business will be reimbursed if supported by original itemized receipts:

Accommodation

- Council and committee members are eligible for accommodation remuneration when the one-way distance travelled to the meeting location exceeds 80 kilometres, as measured by the shortest travel distance on Google Maps.
- Overnight accommodation must be reasonably necessary for attendance at meetings and booked at short-term rentals (Airbnb, Vrbo, etc.) or approved hotels in rooms offered at the College's preferred rate. For meetings outside Toronto, accommodation must be at a short-term rental or hotel that offers the rate closest to the College's preferred rate. Charges for failure to cancel accommodation are the responsibility of the member.
- A member may obtain overnight accommodation at a private dwelling (e.g., a friend/relative's home). If reasonably necessary for attendance at meetings, the College will reimburse members up to \$30 per night for the amount paid by the member for this accommodation. Members must provide a note from their host to verify and document the accommodation.

Meals

- Expenses for meals may be claimed up to a maximum of \$80 per day.
- No more than \$30 may be claimed for breakfast per day, and no more than \$60 can be claimed for each of lunch or dinner per day (noting also the daily maximum in the previous bullet).
- Purchases of alcoholic beverages will not be reimbursed.
- Reimbursement for gratuities will be restricted to 20% of the total charge.
- The meal must be reasonably connected with attendance at the meeting/event and will not be reimbursed if the College is providing the meal in question.

Travel

- The College will reimburse actual travel expenses from the member's electoral district or residence in Ontario.
- The most economical and expeditious option shall be chosen from among modes of public transportation (airplane, train, bus, rental car, ride-sharing).
- Use of private automobile will be reimbursed at the rate of 70 cents per kilometre.

Procedure and Guidelines

1. Council and committee members shall submit their travel expense claims via Concur expense software. Itemized receipts must accompany any expense claims.
2. Submissions for remuneration must be submitted to the College by the third of the month for the previous month's expenses.
3. All submissions for remuneration will be reviewed for approval by the Chief Operations Officer prior to payment.
4. Other than for Council meetings, committee meetings, hearings and decision writing, all claims for remuneration and payment of expenses for conducting College business must be pre-approved by the Registrar.
5. Where a scheduled meeting is canceled without notice of at least 48 hours, members are entitled to request and receive reimbursement of expenses incurred that would otherwise be reimbursed under this policy but which the member could not cancel with the notice given.
6. College staff will prepare and distribute T4s via Dayforce PowerPay to all members by December 31 for government tax purposes.

Policy Review

This policy is to be reviewed every two years.