

Travel Expenses Remuneration of Council and Committee Members

Background

Members of the College who serve on Council or its committees will receive remuneration for attendance at, travel to, and preparation for the transaction of College business. Articles 9.02 and 12.08 of the College's by-laws state that the amounts for remuneration shall be set by resolution of Council and published on the College's web-site.

Policy

Members who prepare for and attend meetings respecting College business will receive reimbursement for certain meeting-related expenses in accordance with the following rates and conditions.

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

- Overnight accommodation must be reasonably necessary for attendance at meetings and booked at approved hotels in rooms offered at the College's preferred rate. For meetings outside Toronto, accommodation must be at a 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 \$55 per day, but no more than \$25 may be claimed for each meal. 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). Use of private automobile will be reimbursed at the rate of 54 cents per kilometre.

Procedure and Guidelines

1. Council and committee members shall submit their travel expense claims on a form provided by the College. Itemized receipts must accompany any expense claims.
2. Submissions for remuneration must be submitted to the College within forty-five (45) days of the meeting/event.
3. All submissions for remuneration will be reviewed for approval by the Registrar 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 to all members in February for government tax purposes.