



Expense Policy

Policy 4.14

Section:	Finance and Risk		
Approved By:	Council	Public:	Yes
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Purpose

The purpose of this Policy is to set out the practices followed by the College for reimbursement of expenses incurred while individuals carry out their duties on Council and committees or engage in College business or project work.

The College reimburses expenses to ensure that involvement in Council, committees, College business, or project work does not create a financial burden on registrants. The College will either reimburse for out of pocket expenses upon receipt of a completed expense claim form or arrange for prepayment of select services on request (e.g. hotel, air travel).

Application

This Policy applies to:

- Professional Councillors;
- Non-Council Committee Members; and
- Individual registrants of the College who have been requested by the College to carry out College business or project work.

This Policy does not apply to Publicly-Appointed Councillors, who are appointed by the Lieutenant Governor in Council. Their expenses are reimbursed directly by the Ministry of Health (MOH).

Principles

Reimbursement of expenses is guided by the following principles:

1. the expenses incurred relate to College business;

2. the College's financial resources are to be used prudently and responsibly;
3. expense claims are supported by documented evidence of costs incurred; and
4. claims are approved by another person to promote accountability.

Policy

In accordance with the principles outlined above and subject to any terms and conditions set out below, the College shall reimburse individuals to whom this Policy applies (referred to as "claimant" or "claimants") for the following expenses related involvement in Council, committees, College business, or project work:

1. reasonable and convenient mode of transportation from a claimant's home to the meeting place and return;
2. if a claimant uses a personally owned automobile, the number of kilometres at the approved rate for travel to and from their place of residence and the meeting;
3. reasonable overnight hotel accommodation during the time necessary for a claimant to carry out College business or project work;
4. necessary telephone calls for business and reasonable personal calls made during overnight stays in hotel accommodation;
5. internet expenses incurred for business and reasonable personal purposes during overnight stays in hotel accommodation;
6. reasonable out of pocket costs for personal meals while on College business provided that, where costs for personal meals are not supported by invoices, a daily maximum of \$45.00 will be allowed; and
7. registration costs for seminars and courses where a claimant is either (a) representing the College or (b) attending at one conference or educational session per year that is directly related to their role at the College and has been pre-approved by the Executive Committee.

The College shall not reimburse a claimant for:

- a. cost of alcoholic beverages; and
- b. cost of personal entertainment, such as in-hotel movies.

Receipts

Original receipts indicating the expense amounts actually incurred are required, except with respect to mileage for personal vehicles.

Travel

Claimants are encouraged to choose the most efficient, effective and/or economical mode of transportation to and from meetings. While modes of transportation other than the most economical may be used for reasons of personal convenience, reimbursement will be based on the most economical practical mode of transportation.

When rail or air travel is required for meetings which are regularly scheduled, or scheduled far enough in advance to allow for it, claimants are asked to pre-book their travel to take advantage of discount or excursion fares.

a. Surface Transportation

Travel by train or bus is encouraged when the time and distances involved warrant use of these transportation modes. Where possible, claimants should book or reserve seats in advance to take advantage of discount or excursion fares. Where a meeting is being held in the city in which the claimant lives, the use of local public transit is encouraged.

b. Taxis and Ride-Share Services

Local taxis or ride-share services may be used when warranted by weather conditions, physical mobility limitations, the transportation of baggage or parcels, or timeliness.

c. Air Travel

The maximum payable for travel by commercial air carriers is the economy class rate.

d. Rental Cars

The College does not normally pay for the use of rental cars. In exceptional circumstances, when a car rental is required, the prior authorization of the Chair or Registrar & CEO must be obtained.

e. Personal Vehicles

Where a personally-owned vehicle is used, the claimant will be reimbursed at \$0.40 per km. Reasonable charges for parking will be reimbursed. Claimants using personal vehicles for College business are responsible for ensuring that their insurance coverage includes business use of said vehicle. Personal accident insurance expenses are not reimbursable.

f. Traffic or Parking Violations

Under no circumstances will claimants be reimbursed for traffic or parking violations.

g. Vehicle Repair

Under no circumstances will claimants be reimbursed for the cost of vehicle repairs incurred as a result of vehicle breakdowns or accidents which occur while travelling on College business.

h. Travel Outside Ontario

Reimbursement for travel outside Ontario but within Canada and the continental United States requires the prior written approval of the Executive Committee.

Accommodation

a. Hotels

Claimants who are required to travel out of town and overnight to attend to College business may be accommodated in a hotel or motel for the duration of the trip. However, hotel/motel accommodation is not generally provided to individuals who reside within a radius of 40 km of the meeting site. Claimants travelling on College business are required to obtain the lowest available hotel rate. In establishments that do not have an agreed "Corporate rate", the maximum appropriate rate should be the applicable College "Corporate rate".

Claimants are eligible to be reimbursed for overnight stays in short-term rental facilities such as Airbnb and Vacation Rental by Owner if the nightly rate charged is no more than the "Corporate rate" described above.

For College meetings, the College has a corporate account at a nearby hotel.

b. Private Homes

Claimants travelling on College business in a locale where they have relatives or friends may, if they so wish, stay with them rather than seek accommodation in a hotel/motel. The claimant may request reimbursement of a payment, up to a maximum of \$60.00 per night, made in recognition of hospitality extended in private accommodation.

Claim Approval

Claims for expenses must be submitted on the appropriate College form, which is available from the College in both hard copy and electronic format.

Claim forms must be signed by the claimant and all required receipts or other information should be attached. The form can be signed either physically or electronically, and all required receipts and/or other information can be attached in hard copy or electronic format. Failure to sign the form or to attach required receipts will delay processing. Reimbursement will be made only for expenses actually incurred.

All claims for reimbursement shall be approved by the Registrar & CEO. Processing of completed and signed claims for reimbursement of expenses submitted by claimants usually takes five to ten business days from the date they are received by the College.

Claimants must submit claims for expenses for payment no later than four weeks after the meeting/hearing, etc. to facilitate reimbursement. This is especially important for Professional Councillors and Non-Council Committee Members who are nearing the end of their term or whose term has expired. Claims not so submitted are subject to not being reimbursed in whole or in part.

It is important that claims relating to the period immediately before the end of the College's fiscal year (December 31st) be submitted within two weeks of that date so that they are eligible for

payment out of that fiscal year's allocation. Claims not so submitted are subject to not being reimbursed in whole or in part.