



Honoraria and Expense Policy

Description	Reimbursement Rate
Council Members	\$960.00
Committee Chairs	\$960.00
Committee Members	\$864.00
Overnight Expenses (see Note 14)	\$310.00
Mileage (see Note 15)	\$0.54/km

1. Councilor and committee member honoraria and expense claims must be submitted on the **Statement of Services Rendered** form available on our web site, or by contacting our Accounting Department:
In Town: (780) 423-4764, ext. 4981
Out of Town: 1-800-320-8624, ext. 4981
2. Claims must clearly identify the committee or purpose for the meeting, the date and location of the meeting. To facilitate processing, **all claims must be submitted to the College within 90 days of service.**
3. Expense policies and rates also apply to CPSA staff members.

Honoraria

4. Per diem/honorarium entitlement is based on an 8 hour work day.
5. Honoraria are generally payable for formal meetings only. Except in the case of #10 (below), time spent preparing for meetings, reviewing agendas or files, or preparing correspondence is not normally reimbursed. Preparation time for Council meetings may be paid, but this would be by exception, at the call of the President in advance of the meeting.
6. Observers who are invited to attend CPSA Committee meetings may be eligible for reimbursement of travel expenses but are generally not eligible to be paid an honorarium (both at the discretion of the Registrar).
7. Honoraria will be paid for travel time if a physician/committee member must travel to and from a College meeting, as follows:
 - 70 to 550 km (round trip), an additional 1/2 day
 - 551 to 950 km (round trip), an additional 1 day
 - Over 950 km (round trip), an additional 1.5 day

8. No per diem is paid for attendance of Councilor or Committee members at College-related social functions, but expenses related to attendance may be claimed. Councilors attending their local Regional Tour are eligible for a ¼ day honorarium plus travel time, if outside their home community.
9. Councilors attending seminars or retreats for Council (i.e. the business of Council) will be paid according to the same arrangements as regular Council meetings.
10. Meetings held via teleconference or video conference may be claimed at the same rate as an in person meeting.
11. Honorarium payments will be issued in the committee member's name. Source deductions (CPP and income tax) will be withheld at source on honoraria paid to all Council and Committee members as required by Canada Revenue Agency. In February of the following year, T4s will be issued.
12. Councilors and committee members who attend a meeting that is less than 8 hours but greater than 5 hours, will receive an 8 hour honorarium payment. This applies regardless if they attended in-person or teleconference.

Expenses

13. **Original or scanned receipts from hotels, restaurants, etc., and credit card slips must be submitted with expense claim forms.**
14. For a one-day meeting out of town, every effort to conduct the business within one working day, without overnight stay, is appreciated.

Actual **overnight expenses** (to cover hotel, meal and reasonable incidentals) will be reimbursed when supported by original receipts to a normal maximum of **\$310.00** per night (in Edmonton or Calgary) before any taxes, unless prior approval is obtained from the registrar to exceed the maximum.

For overnight stays on College business outside of Edmonton or Calgary some flexibility in the normal maximum may be allowed, with prior approval by the Registrar, if hotel rates within the allowable maximum are not available. Taking advantage of special rates or other discounts is appreciated.

For staff attending an out-of-town approved conference or professional development course, overnight stays at the conference hotel rate is acceptable.

Non-allowable expenses include, but are not limited to:

- Valet parking
- Dry cleaning services
- Movie rental

15. **Mileage** is paid for private vehicle travel, in lieu of vehicle operating expenses such as fuel and maintenance expenses; accident claims (including deductibles), repairs and traffic violations are not reimbursable. Mileage is not normally paid for travel within claimant's home community, with the following exceptions:

The College will reimburse claimants for the use of their personal vehicle at the effective mileage rate for College-required business within their home community, (but excluding claimants' commute to and from the College office).

The College will reimburse claimants for the use of their personal vehicle at the effective mileage rate when travelling from their home to the local airport in lieu of taking a taxi.

16. **Airfare** will be reimbursed for tickets that allow a person to change the date of travel with minor additional charges (e.g., Tango Plus with Air Canada or comparable rate levels with WestJet). Subsequent fees (such as for cancellations and schedule changes) may also be submitted for reimbursement. Booking air travel well in advance in order to obtain the lowest possible rate is appreciated, and Business Class fares are not normally eligible for reimbursement, unless the flight is greater than 4 hours (i.e., east of Toronto) and prior approval from the Registrar or President of Council has been obtained.

17. Travel by private aircraft will be paid at the **lower** of economy airfare for scheduled air travel, or auto travel.

18. **Reasonable expenses** will be paid for taxis, car rental, parking and other business expenses, with supporting receipts.

19. If specifically claimed, maximum of ½ day (per report) for preparing reports. Secretarial services required for preparation of reports will be paid, if documented, at a maximum of \$15.00 per hour.