



**Ontario College
of Pharmacists**

Putting patients first since 1871

Remuneration Policy & Summary of Allowable Expenses

Effective January 1, 2025

Applicable to Elected Directors of the Board of Directors, Professional and Lay Committee Appointees, Working Group and Task Force Members

Policies are reviewed and updated at minimum every three years.

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Introduction

Application and Scope

This Remuneration Policy (“Policy”) is intended to apply to:

- **Elected Board Directors:** individuals who are elected to the Board of Directors at the Ontario College of Pharmacists (OCP); and
- **Committee Appointees:** professional committee appointees (registrants) and lay committee appointees (non-registrants) appointed by the Board of Directors to a committee, working group or task force.

Public Board Directors should refer to the Ministry’s Remuneration Framework and contact the Health Boards Secretariat for more information.

Individuals selected to serve on an operationally focused ad-hoc working group, task force or advisory group, not appointed by the Board of Directors, should refer to the College’s Honoraria and Expense Policy for External Service Providers.

Purpose

This Policy is intended for use by board directors, committee appointees and the College to clarify the parameters for payment of per diem honoraria for performing the business of the College. This Policy also addresses reimbursement for eligible expenses. The College issues a schedule of honoraria and expense reimbursement limits at the commencement of the Board year (appended to this Policy), and when any amendments come into effect.

Effective Date

This Policy is effective **January 1, 2025** and replaces all previous practices relating to reimbursement and may be subject to change pursuant to resolution by the OCP Board of Directors. Supplementary policy statements, guidelines or amendments may be issued.

Conditions of Election to the Board and Committee Appointment

Acceptance of election or appointment indicates acceptance of the conditions of this Policy.

All elected and appointed positions are part-time and paid on a per diem basis. The College is responsible for paying honoraria and expenses to board directors and committee appointees, pursuant to applicable statutory provisions and the resolution established by the College, including procedures set out in this Policy.

Process Summary and College Contact

College staff will track and complete a register for meeting attendance and for deliberation on behalf of attendees.

Individual expense claim forms will be required for the following: **preparation time, decision writing, review, cancellations, exceptional circumstances, and/or travel expenses.** Claim forms must include copies of relevant receipts. Committee support staff will verify and approve submissions. Payments will be made by electronic funds transfer.

Please reach out to committee support staff for guidance or email remuneration policy questions to Vera Patterson, Governance Coordinator (vpatterson@ocpinfo.com).

Remuneration Policy

General

The basis of serving on the College's Board of Directors or committees, working groups or task forces is to uphold the mandate of protecting the public and should be viewed as public service. Therefore, remuneration is not expected to be competitive with the marketplace or the individual's usual occupational compensation.

Basis of Remuneration: Business of the College

In general, remuneration is based on conducting the **business of the College**, e.g., tasks undertaken within the context of formal meetings of the Board of Directors or committees, a hearing or review conducted by an adjudicative committee, and where applicable, preparation time and the writing of decisions. However, depending on the mandate of the College, such "business" may also include attending conferences or public forums which are directly related to the business of the College and the individual's assigned functions or tasks. To be eligible for remuneration, attending such activities (e.g., conferences) requires prior approval from the Board Chair and Registrar/CEO.

Eligible Payments

Eligible payments to individuals have been established in this Policy in accordance with College [By-Law](#). They include a per diem honorarium for meeting attendance (submitted on behalf of attendees by staff) and reimbursement of necessary and reasonable expenses incurred in conducting the business of the College, such as travel costs, accommodation and meals (submitted individually).

Government Taxes / Payment Account Set-Up

A per diem honorarium is taxable under the *Income Tax Act* and remuneration is considered income from employment. Individuals will:

- Provide the College with a social insurance number (SIN).
- Complete TD1 and TD1ON forms for the purposes of withholding tax.
- Receive a T4 slip at the end of the year.

Individuals will receive access to a secure, online self-service portal where they can view paystubs, tax slips, enter or upload TD1 tax forms, banking information and a mailing address.

Please note:

- Reimbursement for incurred expenses is not generally subject to taxation.
- Harmonized Sales Tax (HST) should not be charged as services are not considered to be taxable supplies.

Assignment of Honoraria

Honoraria are payable **only** to the individual and may not be directly paid to a third party (another individual, business or corporate entity). However, should an individual wish to do so, they are at liberty to donate any honoraria payable or received to a charitable organization of their choice and receive a tax receipt, as applicable.

Per Diem Honorarium

A per diem honorarium is generally based on seven (7) hours of work. A per diem honorarium is the amount that is payable for conducting the formal business of the College (e.g., attending a meeting or hearing). When less than three (3) hours of work is involved, one half of the established per diem rate will be paid. **Only one per diem honorarium can be paid for a calendar day.**

Position	Criteria	2025 Per Diem Rate	
Elected Members of Board of Directors or Committee Appointees	Applicable when conducting the business of the College.	1 Day:	\$290
		<3 hours:	\$145

Annually the per diem rate will be adjusted by a percentage increase, if any, rounded to the nearest \$5.00, as listed in the consumer price index for goods and services in Canada as published by Statistics Canada or any successor organization. **A schedule with the per diem honorarium amount and summary of expenses is appended to this Policy.**

Attendance and Deliberation

Staff will track and submit a register on behalf of attendees for per diem honoraria for attendance and for deliberation.

Please note:

- Where a single day proceeding concludes earlier than its scheduled duration, individuals may be remunerated equal to the scheduled duration.
- A register for time undertaken to deliberate following completion of a statutory hearing of the Discipline Committee will be submitted by staff on behalf of attendees.
- A deliberation register will only be submitted if the panel of the committee conducting a statutory hearing is required to schedule additional meeting time on a different day to complete the statutory hearing process (e.g., due to the length of the hearing day or need to review complex and lengthy submissions).
- Deliberation time is compensated at the standard per diem rate **up to a maximum of one per diem per matter**. "Per matter" is interpreted as per file and is not based on duration.

Please refer to specific conditions which apply to individual claims for **preparation** and **decision-writing** outlined in the following section. A remuneration and expenses form must be completed and submitted for these activities by individual attendees.

In general, honoraria may be claimed for the activities listed in **Chart 1**.

Chart 1: Claims for Honoraria

Committee	Attendance (staff complete)	Preparation (individual claim)	Decision Writing/Review (individual claim)	Deliberation (staff complete)
Board of Directors	✓	✓		
Inquiries, Complaints and Reports Committee (ICRC)	✓	✓	✓	
Executive Committee	✓	✓		
Fitness to Practice Committee	✓	✓	✓	
Patients Relations Committee	✓	✓		
Quality Assurance Committee	✓	✓		
Registration Committee	✓	✓	✓	
Accreditation Committee	✓	✓		
Discipline Committee Meetings	✓	✓		
Discipline Committee Hearings	✓	✓	✓	✓
Standing Committees	✓	✓		
Ad-hoc (Special) Committees and all other meetings (task forces, working groups)	✓			

Attendance Honoraria Rates Payable – Other Meetings and Activities

Participation in training and educational seminars, lunch and learns, workshops and conferences are remunerated on the basis of the standard per diem rate as amended from time to time. In most cases, attendance registers will be submitted on behalf of attendees; if unsure, please contact the staff resource. Additional expenses above and beyond, such as travel, will require an individual expense

claim. Additional exceptions apply as outlined in Policy 4.10 Approval of Board Chair Remuneration and Expenses (designated as “OTHER” in the expense form).

Electronic Meetings

For reasons of convenience, economy and timeliness, the College has transitioned to hosting many meetings electronically (e.g. videoconference using MS Teams). A duly constituted electronic meeting of the Board of Directors, committees, or if an individual is representing the College on official business, attendees will receive an attendance honorarium.

The amount payable for attendance at an electronic meeting is based on the applicable per diem rate.

No payment, other than the applicable per diem honorarium may be claimed in respect of electronic meetings. Where any expenses are incurred in respect of electronic meetings (such as personal long-distance telephone, or internet charges), such expenses are the responsibility of and reimbursable by the College upon presentation of the required documentation.

Preparation, Decision-Writing and Cancellation Honoraria

Preparation Time

While being fully prepared to conduct College business is a requirement and expectation for board directors and committee appointees, payment for time is not an entitlement. The College recognizes however that in some instances (e.g., multi-day meetings, or dealing with highly specialized technical information), a board director, committee or panel member may be required to dedicate more time than usual to prepare.

Preparation time is remunerated based on the standard per diem rate. Except for preparation time for the Inquiries, Complaints and Reports Committee (ICRC) meetings and Discipline Committee Hearings, individuals may request honoraria for preparation time undertaken as set out in **Chart 2**. An honorarium is not currently available for preparation time for other committees or activities.

Chart 2: Preparation Honoraria

Meeting of:	Meeting Duration	Remuneration Rate
Board of Directors and all statutory and standing committees <i>EXCEPT Inquiries, Complaints and Reports Committee (ICRC) and Discipline Committee Hearings (see below)</i>	For each scheduled half-day meeting (up to 3 hours)	Up to one-half (50%) per diem
	For each scheduled full-day meeting (greater than 3 hours)	Up to one (100%) per diem

Inquiries, Complaints, and Reports Committee (ICRC)

Determination of the amount of preparation time claimable by ICRC members is based on workload data, specifically the number of matters considered. Committee support staff will review and approve preparation expense claims against the number of inquiries, complaints and reports considered at each meeting. The remuneration rate is outlined in **Chart 3**.

Chart 3: Inquiries, Complaints and Reports Committee – Preparation Honoraria

Inquiries, Complaints and Reports considered per meeting	Remuneration rate
25 or less	Up to 1 per diem
26 to 35	Up to 2 per diems
36 to 50	Up to 3 per diems
Greater than 50	Up to 4 per diems

Discipline Committee Hearings

Preparation is not generally required for Discipline Committee Hearings. The College recognizes, however, that there are specific circumstances when members of a Discipline Committee panel are required to prepare for a hearing (i.e. in advance of motions, review of transcripts prior to a continuation, etc.). Where applicable, preparation for Discipline Committee Hearings may be payable **up to a maximum of one per diem, per matter**.

Decision Writing

To facilitate effective decision writing, the College, at its discretion, compensates individuals for decision writing for adjudicative committees or panels dealing with matters of professional misconduct, proprietary misconduct, incompetence, or incapacity.

Remuneration for the time required to prepare, review and draft decisions is available only to individuals who are:

- assigned to committees which are statutorily mandated to adjudicate matters (complaints, allegations, or charges) relating to the professional misconduct, incompetence or incapacity of College registrants; and
- assigned the responsibility of preparing and drafting the committee's decision by the committee chair.

Remuneration is not available for the time required to draft or type committee reports or minutes, regardless of the nature of the committee, or for drafting or editing College newsletters, communiques, or other publications.

Decision writing time is compensated at the standard per diem rate. Individuals may request honoraria for decision writing time undertaken, as applicable, **up to a maximum of one per diem per matter**. "Per matter" is interpreted as per file and is not based on duration.

Exceptional Circumstances (preparation, deliberation and/or decision writing)

Individuals must be recompensed in a consistent manner. As such, exceptional circumstances requiring diversion from the parameters of this Policy are expected to be infrequent. Deviation from the parameters of this Policy cannot be approved on a sustained/long-term basis. Please reach out to your staff resource for committee specific guidance (e.g. Discipline Committee).

Any request for remuneration which exceeds the parameters of this Policy must be accompanied with a written explanation of the exceptional circumstances involved from the Committee Chair to the Governance Coordinator, who shall report exceptions to the Registrar & CEO and Board Chair.

Cancellation of Scheduled Hearings and Meetings

In general, payment of honoraria is contingent upon attendance for the purposes of College business. The College recognizes, however, that from time to time, individuals may suffer a loss of income or the opportunity to earn income, as well as an offsetting per diem, as a result of having made a commitment and arranged one's activities to attend a meeting or hearing which is subsequently cancelled on short notice or adjourned/terminated in process.

While attempting to mitigate such situations, the College reminds individuals that they should not expect to be fully compensated for all loss of income and inconvenience arising from the cancellation of a scheduled meeting. It is expected that upon notification of a cancellation, all reasonable attempts will be made to mitigate the loss of income and expenses for that period. Individuals are also encouraged to consider *waiving the cancellation honoraria* where there has been no actual loss of either income or opportunity to earn income.

Where the individual is requested and makes arrangements to attend a College meeting or hearing of a statutory committee for which an honorarium is normally payable, and it is cancelled by the College, the individual may request payment of honoraria on the basis outlined in **Chart 4**.

In all cases, cancellation payments will be made at the standard per diem rate.

If an individual has received remuneration from some other source (e.g., salaried employment) during the period for which the cancellation honorarium would have been claimed, they shall neither request nor receive any payment for cancellation.

Individuals who have made unchangeable travel arrangements and, thereby, have incurred non-refundable travel costs, will be reimbursed for out-of-pocket expenses.

Due to specific and unique circumstances, an individual expense claim form submission is required and will not be automatically submitted by staff for cancellations.

Preparation Time for Cancelled Meetings

In general, if an individual has undertaken and would normally claim for preparation time with respect to a meeting that is cancelled, they may request payment for such preparation time with respect to the original scheduled meeting date, or with respect to the date of the rescheduled review/hearing, **but not both**, if the meeting is rescheduled for a date within 30 days of the original cancellation date.

In cases where a hearing or review is adjourned to be continued at a later date for the purposes of securing more information and/or reviewing new information or submissions, it may be appropriate to request additional preparation time.

However, such requests must be accompanied by a written explanation.

Chart 4: Cancellation Honoraria

Meeting	Condition of Cancellation	Allowable Claim
Board of Directors Meetings	<ul style="list-style-type: none"> • Notice of meeting published to public; and • Meeting cancelled three (3) or less business days prior to published start date. 	Maximum of one (1) per diem.
Statutory adjudicative committees except Discipline Committee Hearings	<ul style="list-style-type: none"> • Formal notice of meeting issued by College; and • Meeting cancelled three (3) or less business days prior to scheduled start time. 	Maximum of one (1) per diem.
Discipline Committee Hearings	<ul style="list-style-type: none"> • Formal notice of Hearing was issued to parties; and • Hearing cancelled/adjourned three (3) or less business days prior to schedule start time. 	Maximum of one (1) per diem. Hearing must be identified on the claim.
	<ul style="list-style-type: none"> • Hearing adjourned in-process and no other business can be substituted. 	The per diem that would have been payable for the adjourned day. If multi-day hearing was scheduled, up to one (1) additional per diem.
Other statutory and standing committees	<ul style="list-style-type: none"> • Formal notice of meeting was issued by the College; and • Meeting is cancelled three (3) or less business days prior to scheduled start time. 	Maximum of one (1) per diem.
Special Committees, task forces, working groups, and all other ad hoc meetings	<ul style="list-style-type: none"> • Not applicable. 	No claim allowed.

Guidance for Per Diem Honoraria Claims

Directors and Appointees are expected to exercise professional judgement when submitting their claims.

If the combined preparation and attendance time for a meeting was less than 3 hours, it would be expected that only one half-day per diem claim for attendance would be submitted by staff, rather than an individual also submitting a claim for preparation, adding up to a full day per diem or 7 hours of work.

Honoraria should only be claimed for actual time spent on College activities. If one hour each is spent on three individual activities, please only claim one half-day per diem total, listing the activities in the comments section of the claim form.

Expenses

Summary of Allowable Expenses

This section is intended for use by board directors, committee appointees, and staff to clarify expectations for submission and verification of expense claims.

Where applicable, the College will reimburse for authorized, necessary, and reasonable expenses actually incurred while carrying out College business. Reimbursement is based on the amount expended up to any maximum allowed for a specific type of expense under the guidelines provided herein.

The guiding principles for reimbursement include:

- Fiscal responsibility – ensure registrant dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support the College's mandate; and
- Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety.

Claimants must:

- Complete the most current version of the remuneration and expenses form electronically.
- Submit receipts with all claims. Where the receipt is not available, a written explanation must be provided to explain why the receipt is unavailable and a description itemizing and confirming the expenses must be provided.
- Submit the claims promptly after the expense is incurred, within five (5) business days of the meeting, hearing or other.
- Submit claims for expenses before leaving the position within the organization.

Approvers must:

- Provide approval only for expenses that were necessarily incurred in the performance of College business; and
- Provide approval only for claims that include all appropriate documentation.

Transportation

Individuals are required to choose the most efficient and economical mode of transportation to and from in-person 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 and practical mode of transportation. Travel dates and times are expected to be arranged within a reasonable timeframe of scheduled College meetings.

When rail or air travel is required for meetings which are regularly scheduled, or with adequate advanced notice to allow it, individuals are encouraged to pre-book their travel to take advantage of reduced fares.

- **Public Transit:** Local public transportation including hotel/airport shuttles (such as the Union-Pearson Express) is strongly encouraged and should be used wherever possible.

- **Train:** Travel by train is permitted when it is the most practical and economic way to travel. A coach class economy fare is standard.

Only in limited circumstances is business class travel acceptable, and only with prior approval¹, such as:

- Choosing a travel time that allows individuals to reduce expenditures on meals or accommodation (e.g. compare an economy (coach) class ticket plus a meal, with the cost of the ticket for VIA1, where the meal is included);
- Accommodation requirements; and/or
- Health and safety considerations.

Where a business class ticket is more economical than the economy fare, a copy of the economy fare to substantiate the claim of the fare should be provided.

Where possible, individuals should book or reserve seats in advance to take advantage of lower fares.

Taxis / Ride Sharing Apps (Uber, Lyft)

Prior approval¹ to use a taxi or ride sharing should be obtained whenever possible. These may be justified in cases where:

- Group travel is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Taking a car allows individuals to meet an unusually tight schedule for meetings.

Taxis or ride sharing may not be used to commute to and from the College except under exceptional circumstances, for instance:

- Weather; health or safety conditions indicate it is the best, appropriate option; or
- Transport of work-related baggage or parcels is required.

The use of airport limousines should be avoided in place of regular city taxis, ride sharing and airport shuttles.

Air Travel

Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase.

Toronto is served by two major airports: Toronto Pearson (YYZ) and Billy Bishop (YTZ). Individuals are encouraged to ensure that their air travel is purchased at the most economical rate with consideration of transportation changes/distance to the College.

Rental Cars

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- Documented and approved by Registrar/CEO prior to the rental if possible; and

¹ Prior approval should be sought from the staff resource.

- Guided by the principal that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

Luxury and sports vehicles are prohibited. To avoid higher gasoline charges, refuel the rental car before returning it.

Personal Vehicles

Where a personally owned vehicle is used, the individual will be reimbursed at the mileage rates established, providing that the radius of the distance between the individual's residence and the meeting site exceeds 40 km (i.e. is greater than 40 km one-way). Lesser distances are considered to be travel undertaken as part of a normal workday. Individuals who reside in the Greater Toronto Area (GTA) are encouraged to use available public transit to travel to and from the College.

The College assumes no financial responsibility for personal vehicles. The College will, however, pay the kilometric rate if an individual is using their own vehicle for College business.

If driving more than 200 kilometers in a day, individuals should consider using a rental vehicle. If driving a personal vehicle for more than five days within a single calendar month – even if not exceeding 200 kilometers in a single day – individuals should consider lower cost options, such as vehicle rental or videoconferencing.

Reimbursement rates for using a personal vehicle are based on the automobile allowance rates published by the Canadian Revenue Agency (CRA). Rates are calculated to include gas, repairs, and insurance, as well as wear and tear on the vehicle. The College reserves the right to review the cost effectiveness of this model of reimbursement. The schedule for the annual per diem amount and mileage, meals and hotel amounts is appended to this document and updated as needed.

Parking & Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as for tolls for bridges, ferries, and highways, when driving on College business. Parking expenses will be reimbursed at the most economical available rate. Valet parking is not generally permitted. Parking costs incurred as part of a regular commute will not be reimbursed.

Traffic Violations, Insurance & Vehicle Repair

There is no reimbursement for traffic or parking violations. Under no circumstances will individuals be reimbursed for the cost of vehicle repairs incurred because of vehicle breakdowns or accidents which occur while travelling on College business. Individuals using personal vehicles for College business are responsible for ensuring that their insurance coverage includes business use of the vehicle. Car insurance expenses are not reimbursable.

Accommodations

Individuals who are required to travel and stay overnight to attend to College business may be accommodated in a hotel for the duration of the trip. However, hotel accommodation is not generally provided for individuals who reside within a radius of 40 km of the meeting site. Individuals who reside in the Greater Toronto Area (GTA) are encouraged to use available public transit to travel to and from the College without the need for overnight accommodation.

Hotels

Individuals travelling on College business are encouraged to stay at a College recommended hotel where favourable corporate rates have been negotiated. When booking please quote the “Ontario College of Pharmacists” to be eligible for these rates. The College’s usage will be tracked, and the rates will be renegotiated at the end of the year based on that usage. The schedule for the annual per diem amount and mileage, meals and hotel amounts is appended to this Policy and updated as needed.

Many hotels in Toronto offer preferential rates for frequent travelers and individuals may wish to investigate these when making reservations. Also, there are many websites that offer last-minute discounts, and individuals may get a better rate simply by booking online. In all cases, reimbursement will be made for single accommodation at a standard room rate.

Individuals are welcome to stay in the hotel of their choice but the maximum the College will reimburse expenses will be based on the maximum amount on the annual negotiated hotel price list.

Under no circumstances will travel agent fees be paid.

Hotel internet charges (such as Wi-Fi or network charges) are to be incurred only where required to conduct College business.

Airbnb or other Peer-to-Peer Rentals

Use of Airbnb lodging is strictly at an individual’s personal discretion and risk. The College does not assume any responsibility for the individual’s decision to use these services.

Accommodation expenses

Under no circumstances will individuals be reimbursed for the cost of entertainment (alcohol, videos or pay movies), or for personal services (dry cleaning, personal grooming items, etc.). Such items should be deducted from hotel bills prior to submission for payment.

Private Homes

Private stays with friends or family are acceptable and encouraged. A cash payment or gift may be provided to the friends or family:

- A maximum of \$50 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, a written explanation must be submitted describing the purpose of the trip, identifying the host and the number of days.
- The \$50 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash, e-transfer or cheque.

Meals

Individuals may be reimbursed for meal expenses incurred while engaged on College business, providing the individual is away from their residence or place of employment and the meal (or meals) are not already provided as a part of the business process or transportation. Reimbursement for meals is an expense and not an additional allowance or stipend. Receipts are required to be submitted/retained for meal claims.

Reimbursement is for restaurant/prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

Criteria for reimbursement are as follows:

- Breakfast expenses may be claimed if individuals are required to depart their residence 2-hours prior to the start time of the scheduled meeting.
- Lunch may be claimed only if required to attend the College for a full day. The College will generally provide a catered lunch for a full-day meeting.
- Dinner expenses may be claimed if the formal meeting time extends beyond 4:00 p.m. and the return trip from a meeting exceeds two (2) hours.

Reimbursement for meal expenses incurred is subject to a daily maximum in accordance with the amount indicated by the Canada Revenue Agency (CRA) and will require receipts to be submitted. These rates include taxes and gratuities. The schedule for the annual per diem amount and mileage, meals and hotel amounts is appended to this Policy and updated as needed.

The rates are not an allowance. They are for individual meals which must have been consumed to qualify for reimbursement.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.

Other Expenses

Personal phone calls

Wherever possible, individuals are expected to use the least expensive means of communication, such as a personal mobile device with a long-distance plan. If away on College business, reimbursement will be made for reasonable, necessary personal calls home for each night away.

Tips/Gratuities

Individuals may be reimbursed for reasonable gratuities for a porter, hotel room services, and taxis. Please keep a record of gratuities paid.

Examples of reasonable amounts for gratuities include:

- Up to 18% on a restaurant meal
- 10% on a taxi fare
- \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- \$2-\$5 per bag for a porter.

Claiming Honoraria and Expenses

Timing of Claims

Individuals are asked to submit their claims for honoraria and expenses within five (5) business days of the event (meeting, panel hearing or other). In any case, the claim must be submitted for payment **no later than four (4) months after the meeting/hearing, etc. to be eligible for reimbursement**. The College will *not* consider claims received after this period for retroactive payment.

All claims relating to the period immediately before the end of the College's fiscal year (**December 31st**) must be submitted **within two weeks of that date** so that they are eligible for payment out of that fiscal year's allocation.

Claim Forms

Claims for expenses must be submitted on the appropriate form (see **Appendix 2**) to the College directly. **Claim forms must be completed electronically** and must have a copy of receipts (please retain original receipts for reference if needed). Failure to use the required form and attach required receipts will delay processing.

Please note that the claim form is periodically updated. Current claim forms will be available on the electronic portal.

Receipts

Reimbursement will be made only for expenses actually incurred. Therefore, it is essential that receipts are submitted along with individual claim forms.

Claim Processing

Where the College's accounting staff have all necessary approved claims and receipts, staff will process completed claims. The College provides remuneration payments in accordance with the bi-weekly pay schedule. Reimbursement is made via electronic funds transfer directly to the individual.

Electronic Funds Transfer (EFT)

Payment is made only by Electronic Funds Transfer (Direct Deposit). Banking information can be provided securely within the Self-Service Portal.

Appendix 1: Per Diem Schedule

Honoraria – Standard Per Diem Rates effective Jan 1, 2025

Position	Criteria	2025 Per Diem Rate	
Elected Members of Board of Directors or Committee Appointees	Applicable when conducting the business of the College.	1 Day:	\$290
		<3 hours:	\$145

Personal Vehicle Reimbursement Rates

Reimbursement rates for using a personally owned car are based on the [automobile allowance rates published](#) by the Canadian Revenue Agency (CRA). Rates are calculated to include gas, repairs, and insurance, as well as wear and tear on the vehicle.

The automobile allowance rates currently in effect are:

- 72¢ per kilometer for the first 5,000 kilometers driven
- 66¢ per kilometer driven after that

Meal Reimbursement Rates

Reimbursement for meal expenses incurred is subject to a daily maximum as set and published by Canada Revenue Agency (CRA) and will require receipts to be submitted. These rates include taxes and gratuities.

The maximum rate currently in effect is **\$69.00** per day.

Breakfast	\$12
Lunch	\$23
Dinner	\$34

2025 Negotiated Hotel Rates

Listed below are corporate rates being offered to the College by **three** Toronto hotels. ***Please quote the 'Ontario College of Pharmacists' to be eligible for these rates.*** Please note that usage by the College will be tracked, and the rates will be renegotiated at the end of the year based on that usage.

Note for Elected Board Directors:

Many hotels in Toronto offer preferential rates for frequent travelers and individuals may wish to investigate these when making reservations. As well, there are many websites that offer last-minute discounts, and individuals may obtain a better rate simply by booking online.

Note for Public Board Directors:

Please see link below for government preferred accommodations. Simply click on “Government of Canada Accommodation Directory” and then click on the top tab “Find Hotels.”

[2025 Accommodation Search Page](#)

Please note the Health Board Secretariat (HBS) does not guarantee any contract amount individuals have with a hotel. Public Directors are required to “choose the most cost-effective accommodation” at the time they are booking, as set out in Ministry’s Travel, Meal and Hospitality Expenses Directive.

HOTEL LIST

Kimpton Saint George: 280 Bloor St W, Toronto, ON M5S 1V8

Booking URL – [Ontario College of Pharmacists](#)

You can also make bookings by calling 1-877-660-8550 and quoting the OCP Corporate ID: 100287833

Standard room rates:

January 1 – April 30, 2025	\$279.00 (plus applicable taxes)
May 1 – May 31, 2025	\$319.00 (plus applicable taxes)
June 1 – June 30, 2025	\$329.00 (plus applicable taxes)
July 1 – August 31, 2025	\$319.00 (plus applicable taxes)
September 1 – September 30, 2025	\$339.00 (plus applicable taxes)
October 1 – December 31, 2025	\$299.00 (plus applicable taxes)

Blackout dates: Mar 2-5, May 25-29 & Sept 5-10

Holiday Inn Toronto Downtown Centre: 30 Carlton St., Toronto, ON M5B 2E9

Booking URL – [Ontario College of Pharmacists](#)

You can also make bookings by calling 416 977-6655 or email reservations@hitorontodowntown.ca and quote ‘Ontario College of Pharmacists’. If you have any issues or are unable to acquire our corporate rate or the hotel is sold out please contact Jack Davidson directly at j.davidson@hitorontodowntown.ca and he will do his best to assist.

Standard room rates:

January 1 – March 31, 2025	\$204.00 (plus applicable taxes)
April 1 – October 31, 2025	\$259.00 (plus applicable taxes)
November 1 – December 30, 2025	\$204.00 (plus applicable taxes)

****\$399 Premium Rate will apply over the following 2025 black-out dates:***

Mar 2-5, June 29-Jul 2, July 18-20, July 31-Aug 4, Sept 4-14, Oct 1-18 & Dec 31

Royal Sonesta: 220 Bloor St W, Toronto, ON M5S 1T8

To book a room:

Step 1 - Click on booking link: <https://www.sonesta.com/royal-sonesta/on/toronto/yorkville-royal-sonesta-hotel-toronto?isGroupCode=false&promoCode=2ONTARIO>

Step 2 - Apply **2ONTARIO** code in Corporate/Promo code to get your negotiated rate.

You can also make bookings by calling 416-960-5200 and quoting ‘Ontario College of Pharmacists’.

Standard room rates will be discounted **20% off the Best Available Rate.**

Appendix 2: Per Diem Honorarium Claim Form



Ontario College
of Pharmacists

Putting patients first since 1871

Remuneration and Expenses Form

Fields marked with an asterisk (*) are mandatory. Please refer to the Remuneration Policy for further details and guidelines for reimbursement. Only claims submitted within four months from the meeting date are eligible for reimbursement. Please complete one form per meeting.

Please complete this form **electronically**, and submit it via email within **one week** following the meeting date.

Contact Information

Last Name*	First Name*	OCP Number* (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Honoraria

Subtotal:

Per Diem Rate (Length)
(1) 1 day: \$290
(0.5) <3 hours: \$145

Please complete one line per date.
If you are claiming for Preparation time for a meeting, please enter it as a separate line.
If you are claiming for Decision Writing /Review or Deliberation, please include the file name in the comments box.
Please refer to the remuneration policy for further details.

Meeting Date (yyyy-mm-dd)	Committee	Activity Type	Length	Comments	(For office use only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Meeting Attendance Expenses (receipts must be provided)

Subtotal:

Public Transit (AirTrain/Taxi)

Personal Vehicle

Kms driven

@ \$0.72/km

Parking & Tolls

(If commuting more than 40 km each way)

Accommodation

Nights

Total Amount

(Up to a maximum of \$370 per night)

Meals

Breakfast

Lunch

Dinner

(Up to a daily maximum of \$69.00)

Miscellaneous

Amount

Comments

(See Policy for details)

Total:

Approval (for office use only)

	Name	Date	Signature
Approved by	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Date Paid	Cheque No	Charge to
Accounting Use	<input type="text"/>	<input type="text"/>	<input type="text"/>

OCP Remuneration and Expenses Form v1.6 (2025-01-01)