



Ontario College
of Pharmacists

Putting patients first since 1871

Remuneration Policy & Summary of Allowable Expenses

Effective March 23, 2020

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

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Introduction

Application and Scope

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

- **Board Directors:** individuals who are elected to the Board of Directors at the Ontario College of Pharmacists; and
- **Committee Appointees:** professional (registrants) and lay (non-registrant) members appointed to committees, working groups and task forces by the Board of Directors.

Purpose

This Policy is intended for use by individual Directors and appointees, and the College to clarify the parameters for payment of per diem honoraria for performing the business of the of the College. This Policy also addresses reimbursement for eligible expenses.

Effective Date

This Policy is effective for work conducted beginning **March 23, 2020** and replaces all previous practices relating to reimbursement and may be subject to change pursuant to OCP Board of Director approval. 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 remuneration Policy and summary of allowable expenses. Conditions, including those relating to financial compensation, if any, are subject to change pursuant to the resolution of the Board of Directors of the Ontario College of Pharmacists.

All elected and appointed positions to the Board and Committees are part-time. Remuneration paid to part-time positions are made on a per diem basis. The Ontario College of Pharmacists is responsible for paying honoraria and expenses for Board Directors and committee appointees, pursuant to the applicable statutory provisions and the resolution established by the Ontario College of Pharmacists, including the policies set out in this Policy.

College Contacts

Completed and signed honoraria and expense claims, along with any required receipts, should be submitted to the designated College staff person for verification of attendance and submission to accounting. Individuals are required to use the most current version of the electronic claim form, and, where payments are to be made, receive payment by electronic funds transfer.

Any questions regarding the remuneration policy should be directed to the Board Liaison, Sarah MacDougall at (416) 847-8243 or smacdougall@ocpinfo.com.

Remuneration Policy

General

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

Basis of Remuneration

In general, such functions or tasks are those which are performed within the context of formal meetings of the Board of Directors or Committees, or a statutory hearing or review conducted by an adjudicative Committee. Where applicable, preparation time and the writing of decisions are included. 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.

Eligible Payments

Eligible payments to individuals have been established in this Policy in accordance with College by-law No. 6. They include a per diem honorarium and reimbursement of necessary and reasonable expenses actually incurred in conducting the *business* of the College, such as travel costs, accommodation and meals.

Government Taxes

Honoraria paid is taxable under the *Income Tax Act*. Thus, in order to receive remuneration (honoraria and/or expenses); individuals are required to provide their Social Insurance Number to the College by completing a TD1/TD1ON form. Reimbursement for expenses incurred is not generally subject to taxation.

The CRA has determined that, for *tax purposes*, remuneration received is considered income from employment. This means that:

- At the end of the calendar year, you will receive a T4 slip issued by the College.
- Remuneration is provided to the individual only and not to an incorporated company or charity.
- You will be required to provide the College with your social insurance number.
- All members are required to complete a TD1/TD1ON form for the purposes of withholding tax.
- Your services are not considered to be taxable supplies and you should not charge Harmonized Sales Tax (HST) on your services.

Assignment of Honoraria

Honoraria is payable **only** to the individual; it may not be directly "assigned" to a third party, that is, to another individual or a 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.

Honoraria

Remuneration for part-time Directors and appointees must be on a per diem basis. Per diems are generally based on 7 hours of work. A per diem 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 hours of work is involved, one half of the established per diem rate will be paid. **Only one per diem payment can be made for a calendar day.**

Attendance Honoraria - Board of Directors, Statutory and Standing Committees

Position	Criteria	Per Diem Rate	
Elected Members of Board of Directors or Committee Appointees	Applicable when conducting the business of the College.	1 Day:	\$260
		<3 hours:	\$130

Where a single-day proceeding concludes earlier than its scheduled duration, individuals may be remunerated equal to the scheduled duration.

Honoraria may be claimed for attendance, preparation, decision-writing and/or deliberation time for meetings of the Board of Directors and Committees. Specific conditions apply to remuneration for preparation, decision-writing and deliberation time, which are outlined in subsequent sections. In general, honoraria may be claimed for the activities listed in **Chart 1**.

Chart 1 Claims for Honoraria

Committee	Attendance	Preparation	Decision Writing/Review	Deliberation
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 Committees and all other meetings	✓			

Attendance Honoraria Rates Payable – Other Meetings and Activities

Participation in educational seminars, workshops and conferences is remunerated on the basis of the standard rate of **\$260.00 per diem**.

Electronic Meetings

From time to time, for reasons of economy and/or timeliness, Colleges may hold meetings via interactive electronic communication media (e.g., by telephone or videoconference). As long as such electronic meetings represent a duly constituted meeting of Board of Directors or a committee, or representing the College on official College business the attending or participating individual may request payment of attendance honorarium.

The amount payable for "attendance" at electronic meetings is based on the applicable per diem rate for the member and Committee. **No payment, other than the applicable 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, Deliberation and Cancellation Honoraria

Preparation Time

While being fully prepared to conduct College business is a normal requirement and expectation payment for time is not an entitlement. However, the College recognizes that, in some instances (such as, multi-day meetings or when dealing with highly specialized, technical information), a Board, Committee or panel member may be required to dedicate more time than usual to prepare properly to discharge her or his duty.

In all cases, preparation time is remunerated on the basis of the standard per diem rate (**\$260.00 per diem**).

Individuals may request honoraria for preparation time for meetings of the College's Board of Directors and committees.

For budgetary reasons, honoraria is not available for preparation time for other committees or activities at this time. With the exception of preparation time for the Inquiries, Complaints and Reports Committee meetings and Discipline Committee *Hearings*, individuals may request honoraria for the amount of preparation time actually undertaken, as set out in **Chart 2**.

Chart 2: Preparation Honoraria

Meeting of:	Meeting Duration	Remuneration Rate
Board of Directors and all statutory and standing Committees EXCEPT the Inquiries, Complaints and Reports Committee and Discipline Committee <i>Hearings</i>	For each scheduled half-meeting day (up to 3 hours)	Up to one-half (50%) per diem
	For each scheduled full meeting day (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 Committee workload data, specifically, the number of matters considered. The committee staff support is required to confirm the number of inquiries, complaints and reports considered at each meeting on your claim. 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 appointed to adjudicative committees or panels dealing with matters of professional misconduct, proprietary misconduct, incompetence or incapacity for decision writing.

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 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 rate (**\$260.00 per diem**). Individuals may request honoraria for decision writing time actually undertaken, as applicable, **up to a maximum of one per diem per matter**. "Per matter" is interpreted as per file and not based on duration.

Deliberation

Compensation for time required to deliberate following completion of a statutory hearing of the Discipline Committee may be claimed only if the panel of the Committee conducting a statutory hearing is required (by the length of the hearing day or need to review complex and lengthy submissions) to schedule additional meeting time on a different day to complete the statutory hearing process. In claiming honoraria for deliberation time, the individual must specify the hearing or hearings involved (such information is public information).

Deliberation time is compensated at the standard rate (\$260.00 per diem). Individuals may request honoraria for deliberation time actually undertaken, **up to a maximum of one per diem per matter**. "Per matter" is interpreted as per file and not based on duration.

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 off-setting 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 at 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 against 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 meeting of the College a review or hearing of a statutory committee for which an honorarium is normally payable, and such meeting, review or hearing 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 member rate (\$260 per diem).

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, she/he 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.

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, she or he 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. 	Max 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. 	Max 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. 	Max 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, excluding electronic meetings	<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. 	Max of one (1) per diem.
Electronic (such as teleconference) meetings or ad-hoc	<ul style="list-style-type: none"> • Not applicable. 	No claim allowed.

Expenses

Summary of Allowable Expenses

This section is intended for use by Directors, 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 in the course of carrying out College business. Reimbursement is based on the amount actually 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 responsibility with a focus on accountability and transparency;
- Expenses for travel, meals and hospitality support the College's objectives; 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 claim 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; claims must be submitted within four (4) months after the meeting/hearing to be eligible for reimbursement;
- 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, 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 and practical mode of transportation. Time of travel is 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 scheduled for enough in advance to allow it, individuals are encouraged to pre-book their travel to take advantage of discount or excursion 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, any only with prior approval¹, such as:

- The need to work with a team;
- Choosing a travel time that allows you 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 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 you to meet an unusually tight schedule for meetings.

Taxis or ride sharing may not be used to commute to work or home 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 to transportation changes/distance to the College.

¹ Prior approval should be sought from the staff resource to the Committee or the Chair or the Committee.

Rental Cars

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

- Documented and approved prior to the rental if possible; and
- Guided by the principal that the rental vehicle is the most economical and practical size, taking into the business purpose, number of occupants and safety (including weather) considerations.

Luxury and sports vehicles are prohibited. To avoid higher gasoline charges, refuel your 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 day's work. 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 you are using your own vehicle for College business.

If you will be driving more than 200 kilometers in a day, you should consider using a rental vehicle. If you are going to drive your personal vehicle for more than five days within a single calendar month - even if you are not exceeding 200 kilometers in a single day -you should consider lower cost options, such as vehicle rental or audio or video conferencing.

Reimbursement for using your own car is \$0.45/kilometer for the first 25,000 km and \$0.35/km thereafter. (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.

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 as a result 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 out of town and 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 to 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. A list of favorable corporate rates is available on the *Board Portal*. When booking please quote the Ontario College of Pharmacists in order 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.

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

Individuals choosing to stay at other Toronto hotels will only be reimbursed for a maximum of \$240 per night.

Chart 5: Maximum Hotel Reimbursement Amounts (taxes included)

Season	Rate
October to April	\$240.00
May to September	\$240.00

Under no circumstances will travel agent fees be paid.

Hotel internet charges (such as WiFi 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 the discretion of the Board Directors and Committee members and is at your own risk. The College doesn't 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 \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

Meals

Individuals may be reimbursed for the meal expenses incurred while engaged on College business, providing the individual is away from her/his residence or place of employment; on College business; 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 not 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 the individual is required to depart his/her 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 if you attend the College for a full-day meeting.
- Dinner expenses may be claimed if the formal meeting time extends beyond 4:00 p.m. and when the return trip from a meeting usually exceeds two (2) hours.

Reimbursement for meal expenses incurred is subject to a daily maximum of \$50.00 based on submitted receipts. The chart below can be used as a guide. These rates include taxes and gratuities.

Meals	Guideline
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

The rates are not an allowance. They are for individual meals - you must have eaten the meal to be able to submit a claim 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 personally-owned mobile device with a long-distance plan. If you are away on College business, reimbursement will be made for reasonable, necessary personal calls home for each night away.

Tips/Gratuities

You may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid.

Examples of reasonable amounts for gratuities include:

- 15% 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 honoraria and expenses must be submitted on the appropriate form (see **Appendix 1**) to the College directly. **Claim forms must be completed electronically** and electronically signed by the individual and must have a copy of receipts (please retain your 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 Board Portal, Boardvantage.

Receipts

Reimbursement will be made only for expenses actually incurred. Therefore, it is essential that receipts are submitted along with your 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). See Appendix 2 for the EFT application.

Appendix 1: Per Diem Report Claim Form

TBD

Appendix 2: EFT Sign-Up

Payment is made only by Electronic Funds Transfer (EFT, or Direct Deposit). Below is an example of the application that must be submitted in order to have EFT initiated. This form is periodically updated; please contact the College for a copy of the latest version.