



Summary of Remuneration and Expense Policy

The complete *Remuneration and Expense Policy* can be found at www.cdsbc.org.

- Claims must be accompanied by ITEMIZED RECEIPTS.
- Expense claims must be submitted to CDSBC within THIRTY (30) DAYS of the event.

Remuneration

- For committee or working group meetings, remuneration is \$750/day, \$375/half-day, or \$90/hr.
- Committee and working group members will receive remuneration for attending meetings based on attendance record kept by the Committee support staff and will not be required to submit remuneration claims for meeting time.
- In addition to remuneration for attending meetings, Committee Chairs, Vice and Acting Committee Chairs will be remunerated at the rates specified above for time spent preparing for meetings such as preparation of agendas, reports, and presentations to the Committee, including related discussions with College staff. Claims for preparation time must be filed within 30 days.

Cancellations

- In the event of a meeting cancellation within five (5) business days, remuneration will be provided for attendance at the cancelled meeting.
- In the event of a hearing cancellation:
 - » within five (5) business days, remuneration will be provided for a maximum of two (2) days.
 - » If more than 5 business days' notice is provided, no remuneration will be provided.

Accommodation

- Will be reimbursed for those who cannot arrive/ depart on the meeting day.
- Will not be reimbursed where a person resides within 50 km of the meeting location unless attending two or more days.

Travel

Travel time is not reimbursed. Travel should be by the most appropriate and cost-effective means in the circumstances.

- Air
 - » The most economic fares should be used.
 - » Contact CDSBC committee staff for assistance.
 - » On flights involving more than four hours of travel, or with more than one leg in the flight, those approved by the Board Chair may book business class seats.
- Personal Vehicle
 - » Mileage will be paid up to the cost of economy airfare plus ground transportation.
 - » Mileage will be paid at a rate established in accordance with relevant section(s) of the Income Tax Regulations issued from time to time by Canada Revenue Agency.
- Ground Transportation
 - » Will be reimbursed for travel to and from airports, hotel, residence, and meetings.
 - » Meeting participants are expected to stay at a hotel recommended by CDSBC at government rates if available, or may stay at a hotel that offers an equivalent or lower room rate. If an individual chooses to stay at a hotel with a higher room rate, the maximum reimbursement will be the available government rate.
- Parking
 - » Will be reimbursed, as required, for personal vehicle.



Meals (itemized receipts required)

- Food and beverages will be reimbursed to the following maximums (all figures include taxes and gratuities):

| Breakfast | Lunch | Dinner |
|-----------|-------|--------|
| \$30 | \$35 | \$55 |

- If a meal is provided, no reimbursement will be provided for that meal.
- Alcoholic beverages will not be reimbursed. For trips outside Canada, pre-approval may be requested from the Registrar for variance from the above listed amounts.

Other

- Telephone
 - The cost of local and long distance charges for CDSBC business will be reimbursed.
- Non-Receipted Expenses
 - Non-receipted expenses such as gratuities and parking may be reimbursed to a maximum of \$10/day without receipts, but with explanation, when incurred on business.
- Not Paid Expenses
 - Expenses for movies, health club fees, sports fees, laundry, alcoholic beverages, mini-bar or charges for family members or guests shall not be paid.
- Event Attendance
 - Expenses relating to attendance at stakeholder and networking events are not reimbursable unless specifically approved by the Board. Reimbursement for such expenses shall be determined on a case-by-case basis.
- Late Claims or Missing Receipts
 - Late claims or claims with missing receipts must be approved by the Audit and Risk Committee at the next scheduled meeting of the Committee.

Remuneration and Expense Claim Form (use one form per meeting)

CDSBC provides reimbursement for actual expenses incurred when working on the College's behalf. Remuneration/expense claims must:

- be submitted within thirty (30) days of date of event¹
- include itemized receipts.

Note: Late claims or claims with missing receipts must be approved by the Audit and Risk Committee at the next scheduled meeting of the Committee.

Claimant Name _____

Address _____

CDSBC meeting _____ Date _____

| Meeting Remuneration/Expenses | Claim \$ | Internal Use |
|--|-----------|--------------|
| Remuneration (for chair/vice chair/acting chair) _____ (hrs) OR _____ days | | |
| Travel | | |
| Airfare 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Ferry 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Taxi 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Bus/Train 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Mileage (@61¢/km) 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Parking 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Accommodation | | |
| Room charge | | |
| Gratuities (\$10 max/day) May be claimed without receipts, but with explanation, when incurred on business. | | |
| Meals claim amounts | | |
| Breakfast (maximum of \$30 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Lunch (maximum of \$35 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Dinner (maximum of \$55 each incl. tax + gratuity) 1. _____ 2. _____ 3. _____ 4. _____ = | | |
| Other | | |
| Other remuneration/expense claims | | |
| Total Claim | \$ | |

Claimant signature _____ Date _____

Approved by _____ Date _____

¹ January/February claims must be submitted on or before 28 February of current year