

Council and Committee Expenses

Policy Section: Governance Process	Policy Number: GP-5	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: February 9, 2001	Date Reviewed/Revised: June 4, 2020

Purpose:

To outline the policy related to expense claims and reimbursement for Council and Council Committee Members.

Policy:

1) Compensation/Reimbursement

- a) In order to ensure cost-effectiveness, consistency, and fairness, persons making claims under this policy are required to comply with the guidelines outlined below.
- b) The intention of this policy is that all reasonable expenses directly related to attendance of Council or Council Committee meetings will be covered by the College. Additional costs incurred for personal reasons will be the responsibility of the individual.
- c) No Council Member will be disadvantaged by virtue of their geographic location.
- d) Council Members will be reimbursed in accordance with the College travel and meal expense guidelines.

2) Council Chair

The Council Chair receives:

- a) An annual stipend of \$5,000. In addition, up to \$20,000 annually will be made available to the individual's employer to enable the Council Chair to meet College commitments.
- b) Support for electronic services which may include a mobile phone and electronic mail.
- c) For a Council Chair who resides outside the Greater Winnipeg Area, a decision on the most reasonable form of transportation based on their unique circumstances will be made. Once this has been determined, reimbursement for travel expenses will be made consistent with this GP-5 Policy.

3) Council Members

Council Members shall have the option of claiming one of the following where applicable.

- a) Council Meetings/Appeals
 - i) Salary Reimbursement:
 - Council Members may claim salary reimbursement if they are not receiving any salary or vacation pay from their employer and which requires the Council Member to take a leave of absence without pay or a day without pay for a regularly scheduled workday that falls on a Council meeting day or appeal day.



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- Salary reimbursement is claimed by completion of the application for salary reimbursement form. Salary reimbursement is paid directly to the Council Member.
- ii) Salary Replacement:
- Salary replacement may be claimed for day(s) of work lost where the Council Member is unable to arrange days off or leave of absence with pay. The employer must be willing to maintain salary and benefit payments to the claimant and invoice the College for these costs.
 - Salary replacement is claimed by completion of the application for salary replacement form. Salary replacement is paid directly to the employer.
- iii) Stipend:
- A stipend of \$225.00 for a meeting of more than three hours or \$100 per meeting of up to three hours may be claimed for attendance at a Council or committee meeting or appeal by Council Members not receiving salary/compensation from their employer and not claiming salary replacement or salary reimbursement.
 - Stipends are claimed by completion of the application for stipend.
- 4) Complaints Investigation Committee and Inquiry Committee
- a) Salary Replacement:
- i) Salary replacement may be claimed for day(s) of work lost where the committee member is unable to arrange days off or leave of absence with pay. The employer must be willing to maintain salary and benefit payments to the claimant and invoice the College for these costs.
 - ii) Salary replacement is claimed by completion of the application for salary replacement form. Salary replacement is paid directly to the employer.
- b) Stipend:
- i) Committee members may claim a stipend of \$225 for meetings of greater than three hours or \$100 for meetings of up to three hours for attendance at meetings of the Investigation Committee and Discipline Committee where the committee member has not applied for salary replacement.
 - ii) Stipends are claimed by completion of the application for stipend.
- 5) Council Committees
- a) Stipend:
- i) Council Committee members may claim a stipend of \$100 for attendance at any Council Committee meeting of up to three hours in length and a stipend of \$225 for attendance at any Council Committee meeting exceeding three hours in length.



Council and Committee Expense Form

Name: _____ **Purpose/Committee:** _____

Mailing Address: _____ **Date of Meeting:** _____

_____ **Location:** _____

Postal Code: _____ **Travel Dates:** **From:** mm dd yyyy

Telephone: _____ **To:** mm dd yyyy

S.I.N. _____ Required if claiming a stipend or Hours

(For office use only)

Expense	Details							Total	GST	Cost
Airfare/Train/Bus 55000	Indicate airline, flight to and from and date									
Accommodations 55100	Indicate Hotel Name and dates of stay or number of nights of stay.									
Meals	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Date (please indicate)	mm/dd	mm/dd	mm/dd	mm/dd	mm/dd	mm/dd	mm/dd			
Breakfast										
Lunch										
Dinner										
Total Daily Meals 55200										
Taxi 55300										
Mileage: \$0.54/km 55310	Indicate a number of kilometres driven, place traveled to and from, and passengers names' if applicable.									
Parking 55320										
Incidentals 55400	Indicate the number of days									
Other (please specify):										
Total:										



Note: All Expense Reports must be accompanied by original receipts.
Claims must be submitted **within 30 days** after the date of incurring expenses.
Forms not completed properly will be returned to the preparer for corrections.

I hereby certify that all amounts claimed on this statement were incurred in the course of official College business.

Signature: _____

Date: _____

Authorized By: _____

Date: _____

GST# R 107660763

(Please see reverse for reimbursement rates and policies)



Travel Expenses Guide for Council and Committee Members

The following criteria will serve as the guide for Council and Committee Members:

- a) When planning your travel itinerary, please use the shortest route possible and the most economical means of travel possible. Travel by car is usually less expensive than air travel when two or more people travel together.
- b) Airline bookings must be made as soon as attendance at a meeting is confirmed by the Council Member, in order to take advantage of the lowest possible airfare. The Council meeting schedule set out in GP-6 Council Planning Cycle and Strategic Agenda, Appendix 1 will facilitate compliance with this policy.
- c) If there is concern that the airfare is excessive or unreasonable, Council Members shall contact the Council Chair for consultation.
- d) Airfare booked through the College travel agent and authorized by the Council Chair will be paid directly by the College.
- e) The cost of upgrades or changes made for personal reasons will be the responsibility of the Council Member.
- f) Hotel reservations are made by the Executive Assistant. It is expected that the hotel determined by the College will be used. Hotel room charges (set at a maximum of \$130 per night, plus GST and PST) incurred at the hotel will be billed directly to the College.
- g) Hotel reservations for upcoming Council meetings will be made for out-of-town Council Members as soon as meeting dates for the year have been set. It is the responsibility of the Council Member to advise the Executive Assistant if they will not require a hotel room so that their reservation can be canceled.
- h) Hotel costs incurred at a hotel, other than the College hotel, will be the responsibility of the Council Member. Reimbursement in an amount equal to that negotiated with the hotel determined by the College (set at a maximum of \$130 plus PST and GST per night) may be claimed on the expense claim sheet.
- i) Reimbursement of \$50.00 per night may be claimed for private accommodation.
- j) Meals and expenses must be claimed on the Council and committee expense form in accordance with this policy.
- k) Parking is an allowable expense.
- l) Reimbursement will be provided for taxi expenses to and from the hotel and the meeting location.



- m) Alcoholic beverages are not an allowable expense for individual travel reimbursement claims.
- n) Expenses will be covered for the shortest reasonable time period the attendance of the individual is required. If a Council Member decides to stay an additional night for personal reasons, the Council Member must cover the accommodation and meal expenses for the additional day. For clarity, it is expected that Council Members will depart on the last day of the Council meeting/Council appeal/committee meeting. In the event of flight unavailability, flight cancellation, or inclement weather, the College will continue to cover the expenses for the Council Member, in accordance with this policy, until the earliest departure opportunity.

Rates for Reimbursement

Automobile

When travel by car is necessary, the College will reimburse at a prescribed rate. This rate is based on average vehicle operating rates for a mid-size vehicle, as published in the CAA "Driving Costs", an annual publication. The rate is revised twice a year (January and July), to reflect changes in fuel costs and will not exceed the Canadian Revenue Agency (CRA) prescribed rate.

Meals

- a) Individuals attending a meeting from out-of-town may claim:

In province – maximum of \$63.00 per day (includes meal, tips and taxes)

- Breakfast \$15.00 plus \$ 0.75 GST = \$ 15.75
- Lunch \$15.00 plus \$0.75 GST = \$ 15.75
- Dinner \$30.00 plus \$ 1.50 GST = \$ 31.50

Out of province – maximum of \$63.00 per day (includes a meal, tips, and taxes)

- Breakfast \$15.00
- Lunch \$15.00
- Dinner \$30.00

- b) US-based and international travel: the above rate will be reimbursed at the US dollar equivalent rate, excluding GST.
- c) Receipts for individual meals plus taxes must be attached to the expense account form for all meals. Receipt amounts in excess of the above-prescribed limits will not be reimbursed.
- d) When meals are provided at meetings, claims will not be accepted.

Incidentals

Individuals may claim \$ 10.00 per day for incidentals incurred for travel within Canada (GST not applicable). Where travel is to the U.S. the allowance rate will be in U.S. funds. Incidentals include gratuities for porters and maids, laundry, dry cleaning, telephone calls or other personal expenses.

Reimbursement

Please submit expense account with receipts within 30 days after the meeting. Claims in excess of the above allowances will be deducted when expense account is paid.