

Expense Policy 2.8

Policy:	Expense Policy	Effective Date: November 2022
Last Review Date:	Feb 7, 2024	Next Review Date: Nov, 2027
Review Frequency:	Every 3 years	Related Supporting Documents: Council Charter

Purpose

The purpose of this policy is to address how and when Council members are reimbursed for expenses related to the business and operations of Council.

This policy applies to all Council members. Government appointed representatives submit expenses to the Ministry of Health, according to guidelines.

Approval of Expense and Honorarium Claims

Council expenses and honoraria claims are approved by the Chair of Council. Submit to Executive Assistant.

1. All Council and committee members are reimbursed in a timely manner and at rates consistent with operational practice.
2. Those applying for reimbursement shall have their expense and honoraria forms (refer to attachment) submitted within 30 days following the event.
3. The organization may provide, upon application, per diem honoraria of \$375 for each day of attendance at a meeting/function on behalf of the College.
 - A day shall be defined as a minimum of four hours, inclusive of travel time on the meeting day.
 - In addition, the College may allow for a half day honorarium on either side of the meeting/function if travel is required on those days.
 - For meetings less than four hours, an hourly rate of \$55 will be applicable.
4. Persons who must travel for more than 350 kms and/or more than 3 hours one way to attend a Council or committee function are also eligible for a maximum of a half-day honorarium prior to and a half-day following the function.
5. Those eligible may apply for per diem honoraria provided they are not receiving an honorarium or salary from another organization.
6. The organization maintains discretion to reimburse public members for their time and/or expenses which are not covered by the Government of Saskatchewan. The organization may



reimburse the expenses of the public representatives an honorarium equivalent to the amount provided to elected Council members for the difference between the amount paid to them by the Government and their actual expenses to the maximum allowed under the CRNS Council Policy. If original receipts have been submitted to the Government, copies will be accepted.

7. The organization shall reimburse Council members for dependent care expenses if receipts are provided, and the dependent care is required for CRNS business to a maximum of \$25.00 per day.
8. T4A slips shall be issued annually to honoraria recipients in accordance with Canada Revenue Agency requirements.

Approved Expenses to be Reimbursed

TRAVEL

If traveling by private car, calculate a mileage charge at a rate of 55.48 cents per kilometre, as per the Government of Saskatchewan rate.

HOTEL ACCOMMODATION

For Council Meetings:

Accommodations are booked and paid directly to hotel by CRNS.

MEALS (receipts not required for per diem rates)

Meal rates include GST.

Receipts not required. If a meal or meals are provided at an event, the meal cannot be claimed.

IN SASKATCHEWAN (\$95)	OUT OF SASKATCHEWAN (\$95)
Breakfast \$20	Breakfast \$20
Lunch \$25	Lunch \$25
Dinner \$50	Dinner \$50

TAXIS/RIDE SHARING

Individuals are requested to use airport limousine or bus service to and from airports and hotels. Where taxis or a ride sharing service (Uber, Lyft, etc.) are necessary, please share whenever possible.



Non-Reimbursable Expenses

- Alcohol
- Mini-bar items, movie rentals, or in-room entertainment
- Parking tickets and traffic offences (i.e. speeding tickets) will not be covered.
- Vehicle repairs are not covered.

Review -Every three years by Audit and Finance Committee