
POLICY TYPE: GENERAL POLICY – Financial Directives

Policy No: FD 05

POLICY TITLE: Remuneration and Expense Claim Limitations

Approval Date: January 1, 2017

Revision Date: April 22, 2024

To outline the timelines and criteria to which Council and Committee members will adhere when submitting remuneration and expense claims for payment from the College.

Policy:

1. Council and Committee members shall endeavor to submit claims for honoraria and expenses promptly before the end of each quarter of the meeting or event for which the claim pertains.
2. Claims submitted after January 15th, for honoraria and expenses incurred in the previous fiscal year, will not be eligible for payment.
3. Council and Committee members may claim eligible honoraria as follows:
 - a. Time in the meeting to the nearest 30 minutes.
 - b. Preparation of, and research for, reports for submission to Council or a Committee of the Council.
 - c. Work undertaken where a Council or Committee member is providing guidance or support for the office.
 - d. Up to one and a half (1.5) hours of preparation time for any Council or Committee meeting is expected and is not eligible for reimbursement.
 - e. With respect to d., above, additional time may be claimed as discussed and agreed to by the Council or Committee Chair in conjunction with the Registrar, under circumstances where document review and research are excessive and outside of the normal expected review time for a committee. (E.g., a Panel overseeing a complaint or hearing where the review of documents exceeds the time of the meeting itself.)

The College operates on a fiscal year of January 1 to December 31.