



# College of Veterinarians of British Columbia

## *CVBC Council and Committee Member Expense Reimbursement Policy*

Published March 2019

The Following Expense Reimbursement Policy is reviewed and approved by Council.

<b>Honorarium</b> (GST Exempt)	<b>Meals</b> (No Receipts Required)	<b>Travel</b> (Receipts Required)	<b>Hotel/Accommodation</b> (Receipts Required)
\$600 per full day. \$300 per half day. (applies to in person or video conference)  \$40 per hour teleconference (scheduled by the office).	Up to \$65 per day if no meals are served at meetings, or maximum of applicable meals:  <b>Breakfast:</b> up to \$15 <b>Lunch:</b> up to \$20 <b>Dinner:</b> up to \$30 (no additions for snacks or for meal provided during meeting)	BC Government rate for mileage, currently \$0.54 km.*  Airfare, taxi, transit, parking, etc., receipts required.	Current negotiated best- rates for hotels, whenever possible.

\*will be adjusted periodically as the government rate changes

**Policy Intent:** to defray out-of-pocket expenses of Council and Committee members attending CVBC business and to reimburse in a fiscally responsible manner.

**Honorarium:** The CVBC pays an honorarium for each full day in which the Councilor/Committee member's presence is required for regular scheduled or pre-approved in-person meetings. A full day is defined as in excess of 4 hours. If less than 4 hours is required, a half day honorarium may be claimed.

Approved meetings include those scheduled by the office, and attended by a CVBC staff member, involving appropriate Council or Committee business including:

- Teleconferences;
- Videoconferences;
- In-person meetings;
- AGM attendance;
- Other regulatory meetings or conference, with pre-approvals.

In-person meetings of 4 hours or more are catered by the office. Additional meals may be claimed, if appropriate, by travelling members. Where an out of town member prolongs his/her stay for non-CVBC related reasons, additional meals cannot be claimed.

**Travel:** In every instance, Council and Committee members should endeavor to use the most cost-effective means of travel available. Receipts are not required for meals and mileage.

**Council Dinners:** Dinners may be held in conjunction with Council/Committee meetings and are intended to increase team building. They are planned and paid for by the CVBC.

**Hotel/Accommodation:** The office negotiates the best possible rates with local hotels, and at event hotels. A list of best-rate hotels is provided by the office and updated from time-to-time. For the most current best-rate hotels list, please contact the CVBC Controller. Under normal circumstances, Council/Committee members will only be reimbursed up to the current best-rate, not the hotel of choice.

**Other Expenses:** Miscellaneous expenses such as long-distance telephone, postage and photocopying charges may be claimed, with receipts when possible.

---

**Claiming Expenses:** Expense Claim Forms are available from the CVBC office, in either hard or digital (Word or Excel) copy. Please submit either by mail, fax, email or hand delivery. Expense claims should be submitted within 30 days of expense incurrence. The CVBC fiscal year ends on June 30, and expense claims filed must be submitted no later than 15 days after fiscal year end.

**Policy Applies to:** Members of Council and Committees (except public members of the Discipline Committee).

**Review:** CVBC Council and Committee Member Expense Reimbursement Policy is to be reviewed annually.