



Policy Travel and Business Expenses	Replaces former policy: <input type="checkbox"/> Title: <input checked="" type="checkbox"/> N/A
	Date Effective: 2024-06-28
	Last Update: 2024-06-28
Contact: Finance and Audit Committee (or delegate)	

Policy Statement

Travel and business expenses will be reimbursed to Board, committee and panel members and College employees when attending to or carrying out College business. *Travel and Business Expenses Guidelines* are listed in [Appendix A](#).

1. Policy Rationale and Purpose

The purpose of this policy is to ensure a consistent and transparent approach to remuneration and expenses payable to Board and committee members and College employees. It affirms the importance and professional nature of the work performed by Board and committee members and College employees in carrying out the College’s mandate to protect the public interest. It also ensures that Board and committee members and College employees are reimbursed for reasonable and legitimate expenses incurred while attending to College business.

2. Policy Scope

This policy applies to Board and committee members, College employees and other individuals who incur expenses in relation to their work on behalf of the College. Board and committee members are not considered permanent employees, though payments and reimbursements are processed through the College’s online payroll system or other mechanisms, and statutory deductions are applied as required.

3. Legal Authority

This policy is linked to the following legislation and regulatory documents:

- Health Professions Act
- CHCPBC Bylaw 3.28 Remuneration
- Board/Committee/Employee Handbook (or similar)
- Canada Revenue Agency and applicable tax laws



4. Key Partnerships

None identified at this time.

5. Definitions

None at this time.

6. Process Check

The following documents have been consulted and applied to this policy.

- Board Policy Framework (in draft – use for reference)
- Safe Spaces Playbook
- In Plain Sight Report and Recommendations
- Other: Policy - Compensation for Indigenous Services

7. Resources/References

None at this time.

Reviewed by the Board on:		2024-06-25	<input type="checkbox"/> N/A
Reviewed by the Registrar/ Deputy Registrar on:		Select date	<input checked="" type="checkbox"/> N/A
Date Approved 2024-06-25	Approved By <input checked="" type="checkbox"/> Board <input type="checkbox"/> Committee (Name of Committee) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective 2024-06-28	Revision history	Last Updated:	2024-06-28
Next Review 2026-06-28		Previous Update:	Select date
		Previous Update:	Select date
Drafted by:		Amalgamation Project Finance workstream	



Appendix A

EXPENSES

If it is necessary for a Board and committee member or College employee to incur expenses in the course of College business, those expenses will be as economical as possible and reasonable in the circumstances.

Allowable expenses and guidelines

Note: Wherever possible, Board and committee members and College employees should consider travel options that efficiently contribute to climate change mitigation, thereby reducing individual carbon footprint.

a) Air travel

Economy class is the College's standard for all air travel. Board and committee members and College employees are expected to use the lowest airfare available for the required travel dates. Board and committee members and College employees may upgrade to business class where the in-flight travel is eight hours or more, or to another class of travel at their own expense or by using their loyalty program points or coupons, provided there is no additional cost to the College. Board and committee members and College employees are encouraged to book their travel as far in advance as possible in order to access the most economical airfares.

b) Personal vehicles

Board and committee members and College employees using their personal vehicles to travel on College business may claim a per-kilometre allowance that will be paid in accordance with the rates established in the Income Tax Regulations issued by the Canada Revenue Agency.

c) Vehicle rentals

A rented vehicle may be used when the rental expense is the same as or less than a taxi fare or other means of transportation. When renting vehicles for business use, the College recommends Board and committee members and College employees purchase additional Rental Vehicle Coverage through ICBC.

d) Accommodation

Overnight accommodation will be reimbursed when arrival times do not allow the Board and committee members and College employees to arrive on time for the meeting or if return travel is not available on the same day after the conclusion of the meeting.



If a Board member, committee member or College employee requires accommodation, College staff will book suitable accommodation that offers government rates as close as possible to the venue of the meeting, on behalf of the Board member, committee member or College employee.

Where private lodging is used in lieu of a commercial hotel, reimbursement of \$30/night may be claimed.

e) Daycare/respice care

Reasonable daycare/respice care expenses are reimbursed up to a maximum of \$150 per day. Receipt or other proof of fees are required.

f) Meals

Meal allowance/per diems are:¹

Breakfast	\$25.00
Lunch	\$25.00
Dinner	\$65.00
Daily total	\$115.00

If a meal is provided at a meeting, no claim for that meal can be made. Exceptions may be approved by the Registrar/CEO. Receipts are not required.

g) Miscellaneous travel expenses

Board and committee members and College employees may claim receipted miscellaneous travel expenses for:

- Ferry and highway tolls
- Ferry reservations
- Bus or taxi service
- Parking

Non-receipted expenses such as gratuities must be reasonable and not exceed 20%.

h) Non-allowable expenses

- Expenses for a spouse or family members
- Parking violation fines
- Entertainment and health/spa charges
- Laundry services for stays less than five days

¹ CRA rates effective April 1, 2024 for travel within Canada and the US are \$24.90 (B), \$25.20 (L), \$61.20 (D) or \$111.95 (Daily)