



Policy Travel and Business Expenses	Replaces former policy: <input checked="" type="checkbox"/> Title: Travel and Business Expenses <input type="checkbox"/> N/A
	Date Effective: 2026-04-02
	Last Update: 2024-06-28
Contact: Finance and Audit Committee (or delegate)	

Policy Statement

Travel and business expenses will be reimbursed to Board and committee 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 from harm and discrimination. 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. Note that Board and committee members are not considered permanent employees.

3. Duties and Responsibilities

Team members

All team members incurring travel and/or business expenses must ensure they are familiar with limits of reimbursement and the need to retain receipts. Team members submit [Form - Travel and Business Expense Claim for Staff \(Revised 2026-03\).pdf](#) as soon as possible, with the necessary receipts for processing and reimbursement.

Team Members supporting the Board and committees

Team members supporting the Board and committees ensure members are familiar with the policy, understand what expenses are eligible for reimbursement, the need to retain



the necessary receipts, and have access to the [Form - Travel and Business Expense Claim for Board and Committees \(Revised 2026-03\).pdf](#)

These team members collect the form and receipts from the members and forward for processing.

People Managers

Ensure their own team members comply with the policy.

Ensure Board and committee staff liaisons are familiar with and have access to the policy and form to support members.

Committee Members

Submit the [Form - Travel and Business Expense Claim for Board and Committees \(Revised 2026-03\).pdf](#) and necessary receipts as soon as possible for reimbursement.

Board Members

Submit the [Form - Travel and Business Expense Claim for Board and Committees \(Revised 2026-03\).pdf](#) and necessary receipts as soon as possible for reimbursement.

4. Legal and Regulatory Authority

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

- Health Professions and Occupations Act (S350, S355)
- Bylaw 2.12, 3.26 and Schedule 3

5. Other Relevant Policies and Documents

This policy is linked to the following other relevant policies and documents:

- Form - Travel and Business Expense Claim for Board and Committees
- Form - Travel and Business Expense Claim for Staff

6. Key Partnerships

None identified at this time.

7. Definitions

None at this time.

8. Process Check

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

- Policy Development Framework (required)
- Anti-Discrimination Measures (S14/15 HPOA) (required if applicable)



- Health Standards Organization BC Cultural Safety and Humility Standard policy best practices (required if applicable)
- Safe Spaces Playbook (required if applicable)
- In Plain Sight Report and Recommendations (required if applicable)

9. Resources/References

None at this time.

Reviewed by the Board on:		2026-04-02	<input type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:		Select date	<input checked="" type="checkbox"/> N/A
Date Approved 2026-04-02	Approved By <input checked="" type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective 2026-04-02	Revision history	Last Updated:	2024-06-28
Next Review 2028-04-01		Previous Update:	Select date
Drafted by: Name Kathy Davidson		Title Executive Director, SGSA	



Appendix A

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.

1. 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.

2. 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, up to the equivalent of airfare for the same date(s).

3. 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.

4. 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.



5. 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.

6. 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.

7. Miscellaneous travel expenses

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

- Ferry and highway tolls
- Ferry reservations
- Bus, transit, rideshare or taxi service
- Parking

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

8. 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)