

Expense Policy for Professional Council and Committee Members

APPROVED BY COUNCIL	October 28, 2022	LAST REVIEWED	March 2026
NEXT REVIEW DATE	2026/2027	PAGE #	1 of 3

Purpose

The College pays Council and Committee members for work done on behalf of the College. Registrants also receive reimbursement for reasonable expenses.

All claims will be reviewed by the Registrar or College staff before payment.

Rates

Role	Full Day (6+ hours)	$\frac{3}{4}$ day (4.5-6 hours)	$\frac{1}{2}$ day (2-4 hours)	$\frac{1}{4}$ day (< 2 hours)
Committee or Panel Chair	\$350	\$262.50	\$175	\$87.50
President*	\$350	\$262.50	\$175	\$87.50
Vice President*	\$325	\$243.75	\$162.50	\$81.25
Councillor/Committee Member	\$300	\$225	\$150	\$75

*The President and Vice-President may only claim these rates when attending a meeting in their official capacity (e.g. Council or the Executive Committee).

President's Stipend

The President receives an annual stipend of \$3,500, paid monthly. This covers meetings with the Registrar, phone calls, emails, and other duties, based on an average of half a day per week.

Meeting or Hearing Cancellations

- **Meeting/hearing ends early:** Full per diem paid unless 48+ hours' notice was given.
- **Cancelled less than 48 hours before start:** Full per diem paid
- **Cancelled with 48+ hours' notice:** No per diem

Preparation Time

Preparation time for meetings is compensated in $\frac{1}{4}$ day increments, up to the length of the meeting. Pre-approval is required for preparation time if it exceeds the meeting duration.

Deliberations and Decision Writing

- Panel deliberations are considered scheduled meetings.

- Decision writing: paid in ½ day increments, up to one full day per hearing day, for Chair or other panel members of the Ontario Chiropractors and Podiatrists Discipline Tribunal and Fitness to Practise Committees.

Travel Time

- **Over 40 kilometres (one way):** ¼ day per diem (\$75).
- **Over 250 kilometres (one way):** ½ day per diem (\$150).

Travel time is a taxable benefit and paid in addition to actual travel costs.

Educational Sessions

Only sessions (conferences, workshops, seminars) directly related to College business are eligible, and pre-approval from the Registrar is required.

Speaking Engagements

Honoraria and expenses for speaking engagements may be claimed if pre-approved and not covered by the host organization.

Councillors or Committee members must have authorization from the President and/or the Registrar to represent the College.

Expenses

Reasonable expenses will be reimbursed as follows. In general, the most economical option should be selected:

Travel

- **Public transportation** (e.g. TTC, Go Train, UP): no pre-approval or receipts needed.
- **Air:** Economy class round trip. Pre-approval by the Registrar and receipts are required.
- **Train:** pre-approval by the Registrar and receipts are required.
- **Mileage:** \$0.70/km for travel more than 40 km one way. Receipts are not required.
- **Taxi and ride-sharing services:** receipts are required.
- **Out-of-province travel:** pre-approval is required.

Parking

Reasonable charges for parking will be reimbursed with a receipt.

Accommodation

- Registrants who live **more than 50-km** from the meeting site can choose to stay at a hotel or personal short-term rental (Airbnb/VRBO) the night before the meeting, if the meeting starts at 10:00 a.m. or earlier.
- Registrants who live **more than 100-km** from the meeting site can choose to stay at a hotel or personal short-term rental (Airbnb/VRBO) the night after the meeting, if the meeting ends at 6:00 p.m. or later.
- **Toronto:** Registrants must book a room at one of the following hotels:
 - DoubleTree Hilton (108 Chestnut St, Toronto, ON M5G 1R3) *the College has preferred rates.
 - Delta Chelsea (33 Gerrard St W, Toronto, ON M5G 1Z4).
 - Hilton Toronto (145 Richmond St W, Toronto, ON M5H 2L2).

If the hotels listed above are booked, or if the nightly rate is **higher than \$350**, the Registrar has the discretion to approve reimbursement for a stay at an alternate hotel, Airbnb or other accommodation and/or approve a higher rate, if the request has been pre-approved.

- **Outside Toronto:** Reimbursement up to \$250.00/night (higher if pre-approved)
- **Private accommodation:** \$25.00/ night.

Meals

Where meals are not provided as part of a meeting, a registrant may claim the following:

- \$10 for breakfast
- \$15 for lunch
- \$30 for dinner

Receipts are not required. No meal reimbursement for virtual meetings.

Submitting Expenses

- Submit expense forms monthly using the PDF form. Include details about the meeting, such as file number (if applicable) and whether preparation time is being claimed.
- Claims must be submitted in the budgetary year in which they were incurred.
- Claims submitted for expenses from another budgetary year will not be paid.
- Late claims (submitted within six months of being incurred), may be paid at the Registrar's discretion.

Tax: T4As are distributed in February.