



Examinations Honoraria and Expense Policy

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| DATE APPROVED BY COUNCIL | January 27, 2023 | DATE LAST REVIEWED | February 2023 |
| NEXT REVIEW DATE | 2024 | PAGE # | 1 of 3 |

Policy Statement

The College provides professional members with a per diem for work done on behalf of the College related to the development, maintenance, and administration of the College’s Qualifying Examinations (“Examination Business”).

Honoraria Rates

| Role | Full Day (more than 6 hours) | ¾ day (4-6 hours) | ½ day (2-4 hours) | ¼ day (up to 2 hours) |
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| Committee Chair | \$350 | \$262.50 | \$175 | \$87.50 |
| Committee Member | \$300 | \$225 | \$150 | \$75 |
| Item Writers – writing workshop | \$275 | \$200 | \$125 | \$50 |
| Item Writers | \$300 for ten (10) multiple choice questions or two (2) OSCE stations approved and added to the Item Bank** <ul style="list-style-type: none"> ○ Reimbursement will be paid for a maximum of ten (10) multiple choice questions at a time unless there have been instructions from the Committee Chairperson and staff approval. ○ Reimbursement will be paid for a maximum of two (2) OSCE stations unless there have been instructions to the alternative from the Committee Chairperson and staff approval. ○ Reimbursement will be made after the 10 questions or 2 OSCE stations have been peer reviewed, include valid references and coordinating competencies. ○ The Honoraria rates do not apply to the task of item writing (MCQ or OSCE) which is a flat rate reimbursement. | | | |
| Standard Setters | \$120 flat rate (this includes the attendance at initial meeting, homework post meeting and second meeting, if required) | | | |
| Examiners | Full Day attendance - OSCE = \$300.00 | | Half Day attendance - OSCE = \$150.00 | |

Meeting Cancellations

- a) If a meeting, scheduled during regular business hours (9am-5pm) is cancelled before it has commenced, but less than 48 hours before it would have commenced, the honoraria rate is paid in full, as though the meeting had gone ahead as scheduled.
- b) If a scheduled meeting is cancelled with more than 48 hours notice, no honoraria rate is paid.

Travel Time

Travel time per diem claims must be included with the expense claim and are payable to all professional members engaged Examination Business are reimbursed a quarter day per diem, if travel of more than 40 kilometres, is required.

Rate for Extended Travel Time

When travel time is required for Examination Business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed as an honoraria rate as it is a taxable benefit.

Expenses

Reimbursement of necessary and reasonable expenses incurred in conducting Examination Business will be paid in accordance with this policy.

a) Travel

Travel will be reimbursed for the most economical means of transportation. Travel by air or train requires pre-approval by the Registrar. Receipts are required.

Mileage can be claimed where the distance travelled from the member's residence to the meeting site is greater than 40 kilometres one way. The mileage rate currently in effect is 0.50 cents per kilometre. Receipts are not required if a personally owned vehicle is used.

b) Parking

Reasonable charges for parking are reimbursable. Receipts must be submitted with the expense form.

c) Accommodation

Accommodation is not provided to members who reside within a 40-kilometre radius of the meeting site.

Members who require overnight accommodation in the City of Toronto must book a room at the DoubleTree Hilton, 108 Chestnut St, Toronto, ON M5G 1R3, where the College has preferred rates:

- \$199/night during low season – January, February, March, November and December
- \$219/night during high season – all other months

If the DoubleTree is fully booked, the Registrar has the discretion to approve reimbursement for a stay at an alternate hotel and/or at a higher rate, provided it has been approved in advance of being booked.

If a member chooses to use private accommodation in place of a commercial hotel room, \$25.00 per night will be paid.

d) Meals

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

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

No meals or meal reimbursements are provided for virtual meetings. Meal delivery charges and alcohol are not considered reimbursable expenses.

Receipts are not required.

Timing of Expense Submissions

Submissions for remuneration **must** be submitted monthly to the College and must only include claims incurred in that month.

Submissions for remuneration must be submitted to the College in the budgetary year in which they were incurred. Any claims submitted for expenses from another budgetary year will not be paid by the College.

Any claims submitted within six months of being incurred, in the same budgetary year, may be paid by the College at the sole discretion of the Registrar.

Expense Form

Members must use the online expense form to submit claims for reimbursement. The form should include as much detail as possible about the meeting or event.

General

1. All submissions for remuneration will be reviewed by the Registrar or designate prior to payment.
2. College staff will prepare and distribute T4As to all members in February for tax purposes.
3. This honorarium policy will be reviewed annually.