



Nova Scotia College of Chiropractors

Board Policy: Travel And Expenses

*Approved by
the Board of
the NSCC*

*Effective
April 1, 2001*

*Revised
January 18, 2003
November 19, 2005*

*Pages
4*

This policy applies to all Chiropractors, including Board and Council members, as expense reimbursement protocol of expenses incurred fulfilling authorized NSCC obligations.

1. Responsibility for Administration

- a.) The Board Chairperson and Council President are responsible for authorizing travel and administrative expenses within the purview of the Board or Council budgets, respectively.
- b.) The Treasurer of the Board or Council is responsible for ensuring that related submissions of expenses to the Board or Council, respectively, are consistent with this policy and that claims are verified before payment is made.

2. Interpretations and Definitions

- a.) Authorized amount: an authorized amount is one which may be claimed in lieu of actual expenditures for specific items, such as mileage, which must be so identified on the Travel Expense Claim document.
- b.) Commercial Accommodation: hotel/motel types of accommodation or similar commercial establishments which provide lodging at an established daily rate.
- c.) Employee: any person receiving wage, salary or honorarium, or other remuneration in return for services rendered to the NSCC business, but excluding those persons performing a service for a fee where a fee is an included expense.
- d.) Employer: The Nova Scotia College of Chiropractors.
- e.) Entertainment/Hospitality: those expenses incurred for business meals, beverages, refreshments, and approved receptions or other functions.
- f.) Expenses, Actual and Reasonable: the actual costs incurred, supported by proof of payment, up to the amount judged by the Treasurer and in view of recent NSCC records, to be reasonable and in keeping with experience of what such costs should be in the circumstances.
- g.) Headquarters/Home Base: the area within a fifteen (15) kilometer radius surrounding the actual building or regular place of the NSCC meeting.
- h.) Kilometers: the distance actually traveled on NSCC business.
- i.) Public Transportation: all forms of transportation for which a fare is paid other than privately owned, rented or chartered vehicles.
- j.) Transportation Expense: included commercial air, rail, automobile (private or rented), road, ferry and bridge tolls and parking charges.

- k.) Travel Expenses: an expense actually and necessarily incurred by any member in connection with travel on NSCC business.
- l.) Travel Expense Claim Form: the standard form used to submit a statement of travel expense claim for reimbursement.

3. Travel Policy

- a.) The payment of travel expenses is intended to reimburse NSCC members for actual expenses incurred on NSCC business.
- b.) Out-of-Province Travel: Travel outside of Nova Scotia may only be taken on behalf of the NSCC with the prior approval of the Board or Council as appropriate.
- c.) In-Province Travel: Expenses incurred within Nova Scotia will be reimbursed when the Board or Council designates or considers such expenses justifiable.
- d.) Included in travel expenses are economy airfare, taxi service, car rentals when deemed necessary, and parking. When possible, members are asked to take advantage of booking reduced rates by advance booking, seat sales and Saturday night layovers.
- e.) Mileage is calculated at forty three cents (\$0.43) per kilometer for authorized travel.
- f.) Members of the College are urged to book reasonable lodgings. Upgrades must be approved in advance or are the responsibility of the individual.
- g.) When traveling on Board-related business and driving two (2) hours or more one way to this destination, reimbursement for accommodations will include \$100 to a maximum of \$200 per night, without prior approval.
- h.) Meal expenses will be reimbursed without receipt at the following rate:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$50.00
- i.) Board members will be compensated at \$10 per hour for costs associated with supervision of dependants while on Board-related business without prior approval.

4. Entertainment/Hospitality

- a.) Claims for entertainment/hospitality expenses must be authorized by the Chairperson or President.
- b.) All claims in excess of two hundred dollars (\$200.00) must have prior approval.

5. Use of Credit/Debit Cards

- a.) Personal credit or debit cards may be used for payment of travel expenses provided that the claim is supported by an official itemized receipt or voucher or invoice supplied by the establishment indicating payment of the account.

6. Office Expenses

- a.) All reasonable costs related to long distance telephone calls, faxes, postage and office supplies will be reimbursed.
- b.) Photocopying will be reimbursed at a rate of ten cents (\$0.10) per copy with appropriate indication of documents copied and their description.
- c.) Staff time will be reimbursed \$15.00 per hour when volume indicates the necessity and with prior approval of the Board or Council, respectively.

7. Combining Business and Personal Travel

- a.) Allowable travel expenses will be limited to those costs which would have arisen had the journey been made solely for NSCC purposes.
- b.) The costs of additional persons traveling with the authorized individual are not allowable.

8. Receipts

- a.) Originals of receipts, not photocopies, are required for reimbursement.

9. Per Diems

- a.) Days away from a member’s office may be reimbursed at a rate of one hundred dollars (\$100.00) per day or fifty dollars (\$50.00) per half day. These per diems do not apply to week-end days.
- b.) Peer Assessors to receive a per diem of \$100 per day.

10. Honorariums

- a.) These honorariums do not begin to adequately reimburse volunteer for personal costs, but serve to acknowledge their sacrifice and contribution to the NSCC. These are to be paid annually at year-end as follows:

Board Chairperson	\$2500
College Registrar	\$2500
Board Vice Chair	\$500
Board Secretary.....	\$750
Board Treasurer	\$750
Board Past Chair	\$500
Board Directors (2)	\$500
Council President.....	\$2000
Council V.P.....	\$500
Council Secretary.....	\$500
Council Treasurer.....	\$500
Member at Large (2)	\$250
WCB Liaisons.....	\$250

- b.) Public members of the Board of the College are to be recompensed at a rate of two hundred dollars (\$200) per meeting in addition to expenses of mileage or travel which may apply.
- c.) Board Committee Members (Peer Assessment, Advertising Approval, Continuing Education, Policy & By-law Committee) to receive an honorarium of \$250 per year.

11. Submitting Claims

- a.) All claims should be initialed by the person making the claim and signed by the Treasurer upon verification of the claimed expense.
- b.) Claims submitted by the Treasurers are to be verified by the Chair or President, respectively.
- c.) Claims should be submitted within sixty (60) days of incurring expenses whenever possible.
- d.) Claims incurred in a fiscal year must be submitted within thirty (30) days of the end of that fiscal year period.