

**Policy Number: National Operating Policy #8**

## **Subject: Expense Reimbursement and Cost Sharing**

*Approved: January 15, 2011 by the National Executive Council*

*Last Revised: March 13, 2014*

### **OBJECTIVE AND RATIONAL**

This policy establishes procedures for reimbursement of travel and CIPHI business expenses incurred during the conduct of CIPHI business. It is CIPHI's policy to reimburse individuals for ordinary, necessary and reasonable expenses when directly related to the transaction of CIPHI business.

### **SPECIFIC OPERATIONS**

#### **Definitions**

**BOC** – The Board of Certification refers to the Past Chair, Chair, Vice-Chair, Members of the Board of Certification, Secretary of the Board of Certification and Examiners as appointed by CIPHI Branches for the purpose of administering BOC exams.

**CoPE** – The Council of Professional Experience refers to the Chair of CoPE and Board members of the CoPE.

**EHFC** – The Environmental Health Foundation of Canada refers to the Chair of EHFC and Board Members of the EHFC.

**NEC** – The National Executive Council refers to the National President, National President – Elect, Immediate Past President and National Councilors. An Executive Secretary - Treasurer may also be included for the purpose of this policy.

#### **Policy**

1. Persons who are eligible to travel at CIPHI's expense are those persons as listed above under definitions.

**SPECIFIC OPERATIONS (continued)**

2. Members of the EHFC may be included in the NEC cost-sharing formula, at the discretion of the National President, for accommodation, travel and AEC registration, based on room sharing, at meetings during the CIPHI National Education Conferences. Prior approval must be obtained from the National President before notifying CIPHI Office on the specific arrangements.
3. Claims for expenses while on CIPHI business other than NEC, BOC, CoPE or EHFC meetings and BOC exams, require the approvals of the National President prior to incurring the expenses. National President's expenses are to be authorized by the NEC. CIPHI Office will then be notified with such arrangements.
4. The cost-sharing formula for accommodation, subject to section 11, for all NEC meetings, shall be in accordance of the Cost Sharing Formula (Appendix B) of this policy unless otherwise approved by the NEC prior to the meeting.
5.
  - a) Expenses for the National President, President-Elect, Immediate Past President shall be paid 100% by the NEC at the reimbursement rates as detailed by this policy.
  - b) Expenses for the BOC Chair, BOC examiners, expert panel members and those BOC members appointed by the BOC shall be paid as detailed in the Cost Sharing Formula (Appendix B) of this policy.
  - c) Expenses for the CoPE/EHFC Chairs, Branch appointed BOC/CoPE representatives, EHFC members shall be paid as detailed in the Cost Sharing Formula (Appendix B) of this policy.
6. Miscellaneous business expenses for the National President may be approved by the NEC upon receipt of an expense claim form with receipts for business expenses over \$20.00 to a maximum of \$200.00 during CIPHI Education Conferences and to a maximum of \$100.00 at all other times. CIPHI Office will then be notified.
7. Travel arrangements are the responsibility of the individual and must be made via the most economical means available. Only economy rates will be reimbursed. Travel arrangements should be made at least 30 days before the scheduled event to obtain the best possible competitive airfare. Carlson-Wagonlit (CWT) out of London, ON is the official provider of travel booking. Approval must be obtained from the National President prior to contacting CIPHI Office and CWT.
8. Persons wishing to use their personal automobiles or who wish to use an alternative form of transportation to air travel (e.g. Train, bus) may:
  - i. In the case of the use of an automobile, be compensated at the equivalent of the lowest available air fare (advance booked) or the actual mileage rate payable, (\$0.51/km) whichever is lowest;

**SPECIFIC OPERATIONS (continued)**

- ii. In the case of an alternative mode of transportation, be compensated at the equivalent of the lowest possible available (advance booked) airfare or the actual rate charged by the carrier, whichever is lowest.
9. Travel expenses paid for by the Branches prior to the NEC meeting must be clearly detailed when submitting an expense claim. A copy of the receipt is required.
10. It is the responsibility of the NEC, BOC, CoPE or EHFC Board members to notify the CIPHI Office in a timely manner of travel arrangements and dates so the appropriate accommodation arrangements can be made.
11. Accommodation for NEC meetings will be authorized by the National President and can then be arranged by the CIPHI Office. The expenses will be paid as detailed in the Cost Sharing Formula (Appendix B) of this policy.
12. Where the members opt to stay with family or friends, they will be reimbursed at the rate of \$50 night if requested.
13. All Branches that have representatives attending the NEC meetings will be billed an equal portion of the meeting expenses including the host Branch. If a Branch sends an additional Branch representative, the Branch will be responsible for covering 100% of their expenses.
14.
  - a) All NEC members are eligible for accommodation, travel and per diem expense reimbursement including the host Branch, regardless of their proximity to the meeting location, as per detailed in the Cost Sharing Formula (Appendix B) of this policy, providing they are part of NEC business and attending the Conference as a NEC member, where the NEC meetings are part of a CIPHI Annual Education Conference.
  - b) Where an opportunity exists for cost sharing with an employer of the individual, prior approval must be obtained from the National President and the CIPHI Office must then be informed.
15. Receipts are required for all travel and accommodation expenses including taxi fares in excess of \$15.00.
16. Per diem expenses are to be reimbursed at the following rate and do not require a receipt:  

Breakfast \$15.65	Lunch \$15.15	Dinner \$41.75
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17. Per diem rates do not apply where meals are provided.
18. Incidentals, such as phone calls, internet access will be reimbursed at \$17.30/day during travel on CIPHI business. No receipt is required.

### SPECIFIC OPERATIONS (continued)

19. Expense claim forms are to be obtained from the CIPHI Office or National President/ and submitted within 14 days with all receipts following the meetings.
20. If there are expenses incurred by a Branch as a result of a cancellation, they will be cost-shared with National but not included in the cost-share formula for the meeting.
21. Other incidental expenses may be reimbursed at the discretion of the NEC.
22. For the purpose of ensuring that this policy is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this policy shall be expired on December 31, 2016.

### ACCOUNTABILITY

The NEC Finance & Audit Committee Chair will review and approve all submitted expense claims and check them for accuracy.

NEC Finance & Audit Committee will review this policy annually.

The National President, NEC Finance & Audit Chair, BOC/CoPE/EHFC Chairs will review and approve the Cost Sharing Formula (Appendix B) of this policy.

### ATTACHMENTS

Appendix A – Expense claim form - Travel and Expense Claim (Revised January 2011)

Appendix B – Cost Sharing Formula (Revised )

### DOCUMENT CHANGE HISTORY

Initial Draft – June 2007

Approved – January 2011

Approved – March 2014

The review of the policy is required three years after the latest date of approval.



**POLICY**

**POLITIQUE**

Name:		
Address:		
Phone:		
Which business unit is the claim being paid from?		
<input type="checkbox"/> NEC	<input type="checkbox"/> BOC	<input type="checkbox"/> CoPE
<input type="checkbox"/> Other (specify)		
Complete the following section if expenses were incurred during travel on CIPHI business.		
Destination:		
Purpose of Travel:		
Dates of Travel:		
<b>Expenses Prepaid by CIPHI</b>		
Advance (Transportation fares charged to CIPHI Credit Card)		
Other expenses (specify)		
<b>Out-of-Pocket Expenses</b>		
Accommodations*		
Meals		
Course Registration*		
Transportation*		
Other*		
Mileage		
<i>*Original receipts required, except when claiming meal and/or daily incidental allowances. See CIPHI's Finance Policy for more details.</i>	Total Claim	
	Less Advance	
	Amount due Claimant	

I certify that the amounts included in this claim were incurred for authorized CIPHI/ICISP business and that I have adhered to the terms and conditions as stated in the CIPHI Finance Policy and have not submitted the same expenses to another agency for reimbursement.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Date

Send completed forms to: **CIPHI National Office**  
**Suite 720 - 999 West Broadway**  
**Vancouver BC V5Z 1K5**

<b>FOR OFFICE USE ONLY</b>	
Approved by:	Amount Reimbursed:
Cheque #:	Date Paid: