EXPENSE REIMBURSEMENT AND HONORARIUM POLICY

PURPOSE

This policy is designed to assist Council and Committee members and working groups (“members”) of the Nova Scotia College of Pharmacists (NSCP) in reporting expenses incurred while conducting NSCP business activities.

GENERAL GUIDELINES

- The NSCP expects that members act responsibly and professionally when incurring and submitting costs.
- The NSCP will reimburse members for reasonable expenses, including those associated with travel, accommodation, meals, and incidentals.
- All expense claims must be submitted on the NSCP Expense/Honorarium Claim Form.
- Original receipts are required for reimbursement of expenses. Receipts must be attached to the completed NSCP Expense/Honorarium Claim Form. In the case of lost receipts, members are to contact the College for guidance.
- All claims must be submitted within 30 days to the NSCP office.

TRAVEL

- Travel by automobile will be reimbursed using the current Nova Scotia government rates.
- If a car rental is required, members are expected to rent reasonably sized vehicles.
- The maximum allowable expense for air transportation is return economy airfare.
- Members are expected to book flights in advance whenever possible (at least 14 days in advance of flying) to take advantage of optimal fares.
- Taxi fares and parking costs while attending meetings will be reimbursed. Parking violation expenses will not be reimbursed.
- Receipts are not required for parking meter or bridge toll expenses.
- Members are encouraged to exercise due diligence by considering options for travel as appropriate (e.g. expense for mileage, rent a car, fly).
**ACCOMMODATION**

- Members will be reimbursed for reasonable hotel accommodations.
- Members are expected to take advantage of preferred hotels, with corporate rates, wherever possible.
- Members will be entitled to a per diem rate of $50/day when accessing private accommodations (receipt not required).

**MEALS AND INCIDENTALS**

- Members will be reimbursed for all reasonable and justifiable costs incurred for meals and incidentals.

**HONORARIUM**

- Members are entitled to honorariums for meeting attendance as per the following:

<table>
<thead>
<tr>
<th>Time Category (includes meeting, preparation, and travel time)</th>
<th>Qualifying Honorarium Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to &lt;3 hours</td>
<td>$50</td>
</tr>
<tr>
<td>3 to &lt;10 hours</td>
<td>$150</td>
</tr>
<tr>
<td>10 hours+</td>
<td>$300</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>Members can claim additional amounts as described below</td>
</tr>
</tbody>
</table>

- At each meeting, the Chair/President will advise members of the time category and honorarium that applies for that meeting, in consideration of the time commitment to attend and reasonably prepare for the meeting.
- Following each meeting, the President/Chair of the meeting will report to the Director of Corporate Services of the members in attendance and the time category for the meeting. Honorarium payments will be made based on this report.
- If a member’s time commitment (meeting time, preparation, and travel time) exceeds that established by the Chair for that meeting, the member can submit for an additional honorarium to the Committee Chair (or President in the case of a Council meeting) based on the time categories above for the total time incurred. The additional amount must be submitted on an NSCP Expense/Honorarium form and will be forwarded to the Director of Corporate Services.
- If the claim is made by the President, submission is made to the Vice-President who then forwards it to the Director of Corporate Services.
- If additional honorariums are requested, the additional amounts must be submitted on an NSCP Expense/Honorarium Claim Form for payment.
- The NSCP President is entitled to a yearly honorarium of $3,200 in recognition of the higher level of responsibility and accountability of the role. This does not preclude the President receiving additional honorariums related to participation in other College-related activities. In the event of significant unusual governance requirements, the President is eligible to claim for additional time. This is based on the cumulative time spent each month participating in these meetings in accordance with the applicable time category noted above. For example, when a public health emergency or state of emergency significantly impacts the responsibilities of the NSCP.
- If a member is asked to represent the NSCP at a meeting or conference, the member may submit an honorarium request as per time categories above.
INCOME REPLACEMENT

- Council and statutory committee meetings are scheduled well in advance of the meeting dates and therefore members are expected to arrange their schedules accordingly.
- Despite this, there may be exceptional circumstances where a member will experience an actual loss of income to attend a critical meeting (for example, a discipline hearing) and the member may apply for recovery of lost income in advance of the meeting.
- The President will address the application, taking into consideration the circumstances involved, or in the case where the President is involved, the matter will be addressed by the Vice President or another member of the Executive Committee.

T4A – CRA REQUIREMENTS

The NSCP is required to provide T4A’s if a member’s annual honorarium is over $500.

Effective Date: June 2014
Reviewed, updated, and approved: June 2017, Nov 2017
Updated and Approved June 2021