



College of Paramedics of Manitoba		
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Approval Signature: <i>Original Signed by J. Wade</i>	Section: Governance	
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1.0 PURPOSE

To establish procedures and outline the policy for expense reimbursements and claims for Council and Council Committee Members for authorized participation in College of Paramedics of Manitoba business.

2.0 DEFINITIONS

- 2.1 Accommodation – hotel or approved alternate accommodation.
- 2.2 Council Member/Committee Member – a member of the governing council () of the Regulatory College or a member of a College committee referred to as member.
- 2.3 Ground Transportation – bus, subway fares, taxis, airport bus, and car rentals.
- 2.4 Incidental Expenses – fees and tips for porters, baggage handlers, laundry services, toiletry items, and any other personal services that are required as part of travel.
- 2.5 Local Travel – travel by private automobile, taxi, or bus within the Province of Manitoba.
- 2.6 Out of Province Travel – any authorized travel outside of the Province of Manitoba.
- 2.7 Statutory Committee – a committee that is required under the Regulated Health Professions Act (RHPA).
- 2.8 Working Group – a group of Council or Committee members assigned to work on a policy issue or a specific task, and to make recommendations to Council and or a Committee.
- 2.9 Ad hoc Committee – a committee formed for a specific task or objective and dissolved after completion of that task



3.0 POLICY

- 3.1 The College of Paramedics of Manitoba will reimburse all reasonable expenses for Council and Council Committee Members that are incurred and directly related to attendance of meetings.
- 3.2 Council and committee members are required to comply with implementing cost effective means of transportation, travel, accommodation, meals, parking, and incidentals deemed appropriate by the College.
- 3.3 The College of Paramedics of Manitoba will provide honorariums to the Council Chair, Council Members, and Council Committees.

4.0 PROCEDURE

Authorization for Travel:

- 4.1 Council/Committee members shall not book any travel or register for conferences relating to Out of Province Travel without receipt of an authorized Travel Request Approval Form. Request for approval shall be submitted to the Executive Director/Registrar/Council Chair a minimum of (14) days prior to travel date.
- 4.2 Local travel (including local air travel) shall be reimbursed upon completion of the Expense Claim Form submitted with receipts.

5.0 GENERAL:

- 5.3. All Expense Claim Forms must have detailed receipts attached, outlining items purchased and tax (s) paid.
- 5.4 Council/Committee members are only to claim their own business travel and expenses (no bundling of expenses for other Council/Committee members).
- 5.5 The College of Paramedics of Manitoba does not issue travel advances to those travelling on College business.
- 5.6 Air travel should be booked utilizing the lowest fares and most direct routes, and accommodations should not surpass a "Standard Room" rate. Car rentals are not to exceed midsize.
- 5.7 Travel expenditures for passports, travel insurance, personal equipment, and personal entertainment will not be reimbursed. Roaming charges on business cellular telephones shall be reimbursed if incurred for business purposes only.
- 5.8 Council/Committee members travelling to the U.S. or international destinations will follow the same rates, meal, and incidental allowances as in Canada, but receive reimbursement at the U.S. dollar equivalent rate.



Vehicle:

- 5.9 It is the sole responsibility of the Council/Committee member to provide adequate protection against risk of personal liability and property damage as a result of vehicle use. The College is assuming no liability to indemnify the user for any personal loss or injury which may be sustained in the operation of a vehicle.
- 5.10 Automobile travel will be reimbursed at a prescribed rate based on the approved Provincial government kilometer rate and the most direct travel route calculated using Google Maps.
- 5.11 Parking and traffic violations will not be reimbursed and are at the expense of the Council/Committee member.
- 5.12 Taxi and bus fares with receipts will be reimbursed to Council/Committee members for business travel.
- 5.13 A personal automobile may be used for out of town travel when other transportation is unavailable, or it is deemed an efficient and practical method. Reimbursement shall not exceed the amount that would have been paid if the Council Member had booked a commercial carrier. Documentation must be provided reflecting the price of travel via commercial carrier.
- 5.14 Where Council/Committee members elect to use a personal automobile between residence and station or airport, the Council/Committee member may claim a kilometer allowance and parking with the total amount not to exceed the equivalent cost of a taxi.
- 5.15 Rental vehicles may be used by Council/Committee members when this method of transportation is economical and practical. Evidence should be obtained from the rental agency showing that the vehicle is properly registered, and the agency is providing public liability insurance on the vehicle. If such evidence cannot be obtained, an alternate agency should be used. Council/Committee members are responsible for making car rental reservations using their own personal credit card.

Parking:

- 5.16 Parking expenses incurred by Council/Committee members for College business will be reimbursed upon submission of receipts.

Air Travel:

- 5.17 Air travel should be booked a minimum of (14) days prior to the date of travel, on a common carrier in economy class. It is the Council/Committee members' responsibility to understand the airline's non-refundable ticket policy, and the purchase of cancellation insurance will not be reimbursed.
- 5.18 A fee for advanced seat selection will be reimbursed, but upgrades made for personal reasons will be at the expense of the Council/Committee member.
- 5.19 Baggage fees for one checked piece of luggage will be reimbursed to the Council/Committee member.



- 5.20 The College shall not incur additional costs to obtain frequent flyer points. Council/Committee members will not be reimbursed if they choose to use personal frequent flyer points to purchase flight tickets for College business travel.

Conference Registration:

- 5.21 Council/Committee members shall have the option of booking conference registrations through the College or by registering directly with the conference organization. Council/Committee members registering directly with the conference organization shall be reimbursed upon submission of receipt with the Expense Claim Form.

Accommodations:

- 5.22 Hotel reservations may be booked by the Council/Committee member using her/his own personal credit card.
- 5.23 Council/Committee members may choose to stay in private accommodations with reimbursement of \$50.00/night.
- 5.24 Council/Committee members will be reimbursed for the cost of accommodations (room and taxes only). Council/Committee members are responsible for any personal/in-room charges with the exception of telephone and internet charges utilized for College business.

Travel Accident and Health Insurance Coverage:

- 5.25 Council/Committee members are responsible to confirm and pay for travel accident and health insurance before proceeding to travel. This expense is not reimbursable by the College.

Meals and Incidentals:

- 5.26 Meal expenses (excluding alcohol) will be reimbursed for each full day in travel status. When meals are provided at conferences/meetings, claims will not be accepted. Receipts must be attached to the Expense Claim Form and meal expenses are reimbursable up to the maximum per diem allowance as specified in Appendix 1. Incidental expenses must be supported with receipts, and in cases where no receipt has been issued, the authorizer will use her/his discretion regarding reimbursement.
- 5.27 For travel by common carrier, the per diem shall begin two hours before the scheduled time of departure and shall end one hour after the arrival of the carrier at the conclusion of the trip.
- 5.28 Where the Council/Committee member is away for less than 24 hours, the per diem allowance as per the Appendix is to be followed.



Honorarium Payments

- 5.29 Honorariums can only be claimed by members not receiving salary or compensation from their employer and not claiming salary replacement or salary reimbursement via completion of the application for honoraria.
- 5.30 Honorariums for attendance at a Council or Special Council may be claimed as follows:
- An honorarium of \$100.00 for attendance at a Council or Special Council meeting of 1-4 hours duration
 - An honorarium of \$150.00 for attendance at a Council or Special Council meeting greater than 4 hours in duration
- 5.31 Honorariums for attendance at a Committee meeting, Ad-hoc Committee meeting, Appeal Hearing, or Inquiry Hearing may be claimed as follows:
- An honorarium of \$100.00 for attendance as a Committee meeting, Ad-hoc Committee meeting, Appeal Hearing, or Inquiry Hearing, of 1-4 hours duration
 - An honorarium of \$150.00 for attendance at a Committee meeting, Ad-hoc Committee meeting, Appeal Hearing, or Inquiry Hearing, greater than 4 hours in duration
- 5.32 The Council Chair receives an honorarium in the amount of \$6000 annually.
- 5.33 Members of Working Groups are not eligible for honorariums but are eligible for reimbursement for expenses.
- 5.34 Business conducted as part of a Council/Committee meeting of any kind, outside of the regular meeting time, by email or other electronic means, will not be eligible for honorariums.

6.0 ATTACHMENTS

Appendix 1



APPENDIX 1

Meals	Hours Claim only if traveling during noted times	Canada	U.S.A USD
Breakfast	7:00 am – 9:00 am	\$10.00	\$10.00
Lunch	11:00 am – 2:00 pm	\$14.00	\$14.00
Dinner	5:00 pm – 7:00 pm	\$26.00	\$26.00
Incidentals	For every 24 hour period away	\$10.00	\$10.00
Per Diem Total		\$60.00	\$60.00

Meals – Traveling time must include the hours noted in order to claim the meal.

Incidentals – Travelers must be away for 24 hours in order to claim incidentals.