



Document	CSCC Council Travel Expense Reimbursement Policy and Form
Category	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Terms of Reference <input type="checkbox"/> Discussion Draft <input type="checkbox"/> Working Document
Dates	Last Updated: <u>June 28, 2022</u> Last Approved: _____ Schedule for Next Review: _____
Responsibility	<input type="checkbox"/> Education & Scientific Affairs <input type="checkbox"/> Professional Affairs <input type="checkbox"/> Public Outreach & Communications <input type="checkbox"/> Publications <input checked="" type="checkbox"/> General Council Affairs <input type="checkbox"/> Head Office <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee/SIG/Other: _____
History	Revised June 2022 by Council vote to approve reimbursement at current National Joint Council rates (https://www.njc-cnm.gc.ca/s3/en)



CSCC POLICY ON REIMBURSEMENT OF TRAVEL EXPENSES

1. GENERAL GUIDELINES

- 1.1 CSCC Executive Members and Councillors are to submit receipts directly to Head Office for the allowable meeting expenses.
- 1.2 If a member of a Standing Committee incurs travel expenses on behalf of the CSCC, a request for reimbursement of those expenses along with the appropriate receipts must be submitted to the Chairman of that committee. If the Chairman approves the expenses, he/she will submit them to Head Office for reimbursement. The Society will reimburse said member for his/her expenses using the guidelines indicated below.
- 1.3 Reimbursement rates are equal to those specified by the National Joint Council (NJC) at <https://www.njc-cnm.gc.ca/>.

2. ALLOWABLE EXPENSES

- 2.1 **Travel:** Includes all applicable ground, rail or full fare economy flight travel costs to and from residence and the meeting. Also included are airport parking and any necessary ground transport while at the meeting, e.g. taxi to and from hotel to the meeting place. The meeting dates are known well in advance; it is the responsibility of each individual to make reservations early to ensure the lowest possible airfare. Maximum reimbursement will be:
 - Air, Train: Full fare economy class
 - Car: submit mileage. Reimbursed at the NJC rate on the day of travel
- 2.2 **Hotel:** Includes reimbursement only for the number of nights required to attend that particular meeting. Additional nights before or after the meeting are not covered. The number of required nights may differ from person to person depending on such factors as origin, destination, flight availability, meeting dates and times and perhaps even the weather.

If a member chooses to stay with friends or relatives, a per diem rate of the NJC amount indicated for “Private non-commercial accommodation allowance” is reimbursable.

Hotel costs are not covered for members who live in the city where the meeting is held.
- 2.3 **Meals:** Includes all reasonable costs for meals during the meeting or while travelling, to a maximum of the NJC daily total.

3. SPECIFIC MEETINGS

- 3.1 **First Council Meeting** (Executive Officers and Councillors)

This meeting takes place just after the CSCC Annual General Meeting held during the CSCC Annual Meeting. Since it is expected that all Executive Officers and Councillors would be at the CSCC Annual Meeting anyway, no expenses are covered for attendance at the First Council Meeting.
- 3.2 **Second Council Meeting** (Executive Officers and Councillors)

This meeting is typically held over a weekend during the winter. All necessary travel, hotel, and meal costs as outlined in 2. above are covered for Executive Officers and Councillors.
- 3.3 **Third Council Meeting** (Executive Officers and Councillors)

This meeting is typically held over the weekend in which the CSCC Annual Meeting begins. It is expected that all Executive Officers and Councillors would be arriving to attend the CSCC Annual Meeting and therefore only hotel expenses for Friday (if necessary) and Saturday night are covered. Meal expenses for Friday (if necessary), Saturday and Sunday morning are also covered. No travel costs are covered.



REPORT OF TRAVEL EXPENSES

Name: _____ Date: _____

Address: _____

_____ Departure Date: _____

_____ Return Date: _____

Purpose of Meeting: _____

Expense Description	Expenses	Exch Rate	Total CDN \$
Airfare (enclose receipt)	\$		\$
Accommodations (enclose receipt)	\$		\$
Automobile Mileage (submit mileage under Expenses)	\$		\$
Parking (enclose receipt)	\$		\$
Taxi, limo service (enclose receipt)	\$		\$
Registration Fee (enclose receipt) (Special meetings only)	\$		\$
Workshop Fee (enclose receipt) (Special meetings only)	\$		\$
Other (please list and enclose receipts):	\$		\$
	\$		\$
	\$		\$
	\$		\$
Subtotal:			\$
Less Advance Payment:			(\$)
TOTAL CLAIM:			\$

Send form with receipts to CSCC Head Office at info@csc.ca

(Office Use Only)

Payment Reference: _____	Date: _____	Total GST: \$ _____
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