
REIMBURSEMENT OF REASONABLE EXPENSES AND PER DIEMS



CCO Internal Policy I-012

Executive Committee

Approved by Council: December 11, 2008

Amended: September 24, 2009, September 21, 2010, September 22, 2011, February 14, 2012, February 28, 2017, November 29, 2018, November 26, 2020 (came into effect February 26, 2021), September 10, 2021 (came into effect November 25, 2021), September 9, 2022 (came into effect November 24, 2022), September 8, 2023 (came into effect immediately)

INTENT

To outline for CCO committee members CCO policies and procedures for the reimbursement of reasonable expenses directly relating to CCO business.

To clarify CCO's policies and procedures for submitting per diem and expense claims for committee members.

For the purpose of this policy:

- “committee members” means elected council members, non-council members of statutory and non-statutory committees, and peer assessors.
- “reasonable” includes the most economical means in terms of proximity and cost.

POLICY

Committee members are entitled to per diems and expenses in accordance with CCO By-law 9 and this policy. CCO expense reimbursement policies are consistent with current acceptable standards and will be reviewed and revised periodically.

CCO committee members may claim for reimbursement for reasonable expenses relating directly to CCO business. All claims for reimbursement for expenses shall be supported by receipts. Credit card vouchers will not be accepted as receipts for expenses without the backup description of items purchased.

Committee members are encouraged to seek documented approval from the Registrar or an Executive Officer, if they have any questions or concerns regarding reimbursement for reasonable expenses.

General and Miscellaneous Expenses

Committee member shall be reimbursed for miscellaneous reasonable expenses relating to CCO business (e.g., communication, accommodation, travel and meal expenses), as directed by Council and as supported by receipts.

Committee members shall not be reimbursed for the cost of entertainment (e.g. videos or pay movies), personal services (e.g., dry cleaning, personal grooming) or other expenses unrelated to CCO business.

Receipts shall be attached to the expense claim form.

Communication Expenses

Committee members shall be reimbursed for reasonable communication expenses, as directed by Council (e.g. long-distance charges, email and internet use during travel for CCO business) directly related to CCO business, as supported by receipts and other documentation.

Accommodation Expenses

Committee members who travel a distance of more than 30 kilometres to a meeting/event/hearing directly related to CCO business shall be reimbursed for reasonable hotel accommodations.

Committee members who travel a distance of less than 30 kilometres to a meeting/event/hearing directly related to CCO business may be reimbursed for reasonable hotel accommodation(s) on a specific occasion, only in the case of extenuating circumstances, or only following documented approval with rationale.

All committee members are strongly encouraged to choose accommodation for which favourable rates may be obtained and with all reasonable means to keep expenditures reasonable.

Travel Expenses

Committee members shall be reimbursed for reasonable expenses for transportation to and from meetings/events/hearings relating to CCO business.

When travelling in his/her own vehicle, committee members shall be reimbursed for mileage at a rate in accordance with the current [Canadian Revenue Agency rate](#).

All committee members are strongly encouraged to book travel arrangements as far in advance as possible to obtain the most economical fares.

Reimbursement for reasonable expenses related to automobile rentals for attendance at CCO meetings are subject to approval. Any unforeseen, extraordinary expenses are to be reimbursed at the discretion of two of the Registrar and General Counsel, the President, Vice-President or Treasurer.

Meal Expenses

Reasonable meal expenses:

- shall be supported by receipts;
- shall not include reimbursement for alcoholic beverages;
- shall only be claimed if the attendance of the member was required at a meeting/event/hearing at which meals were not provided;

The maximum amount that may be expensed for each meal is as follows:

| | |
|------------|------|
| Breakfast: | \$25 |
| Lunch: | \$35 |
| Dinner: | \$50 |

A maximum of three meals may be claimed in one calendar day.

Committee members may only claim for reasonable meal expenses when travelling to and from a meeting/event/hearing directly related to CCO business when a committee member is required to travel from a location which is outside the boundary of the municipality or metropolitan area in which the meeting/event/hearing is convened. In the event of a meeting/event/hearing at the CCO office, the municipality or metropolitan area is the Greater Toronto Area.

PROCEDURES

Committee members shall comply with the following procedures when making claims for per diems and expenses.

Committee Members shall submit per diem and expenses claim statements using the form approved by CCO entitled “Meeting Per Diem and Expenses Claim Statement”.

Committee Members shall submit to CCO a completed Meeting Per Diem and Expenses Claim Statement no later than the earlier of 90 days after the meeting/event/hearing to which the claim is related, or 30 days following the year end of any given year. This includes claims for per diems associated with conference calls lasting less than one hour that are to be accumulated as outlined in By-law 9.

If a per diem and expenses claim statement is not received by CCO as described above, the committee member shall not be permitted to submit a claim and shall not receive a per diem and/or expenses for this particular meeting/event/hearing.

If there are extenuating circumstances related to a claim for reasonable expenses, committee members shall identify and provide an explanation for these extenuating circumstances on the “Meeting Per Diem and Expenses Claim Statement”.

If a claim for per diem or expenses is denied, a committee member may make written submissions to the registrar, within 30 days of the denial of the claim, outlining the reasons why he/she is entitled to the claim for per diem or reasonable expenses. All written appeals for per diem or expense claim received by the registrar shall be referred to the Executive Committee for review and decision.