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**POLICIES AND PROCEDURES FOR THE  
REIMBURSEMENT OF REASONABLE EXPENSES AND  
FOR SUBMITTING PER DIEM AND  
EXPENSES CLAIMS FOR  
COMMITTEE MEMBERS**



**CCO Internal Policy I-012  
Executive Committee**

**Approved by Council: December 11, 2008**

**Amendments approved by Council: September 24, 2009**

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**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 and non-council members of statutory and non-statutory committees.

**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 pre-approval, 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) directly related to CCO business, as supported by receipts and other documentation.

Committee members shall, whenever possible, use their CCO issued calling cards for long-distance charges involving CCO business.

### **Accommodation Expenses**

Committee members who travel a distance of more than 40 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 40 kilometres to a meeting/event/hearing directly related to CCO business may be reimbursed for reasonable hotel accommodations, only in the case of extenuating circumstance or only following pre-approval.

All committee members are strongly encouraged to choose accommodation for which favourable rates may be obtained.

### **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 of \$0.50 per kilometre

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

### **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.

## **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 90 days after the meeting/event/hearing to which the claim is related.

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 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.