



Prince Edward Island
College of Physiotherapy

POLICIES & PROCEDURES

POLICY TITLE:

Expense Policy

DATE CREATED: October 2020

CATEGORY: Administration

DATE APPROVED: November 1, 2020

AUTHORITY: PEICPT Bylaws

DATE REVISED:

POLICY

Expenses submitted for reimbursement (Appendix A) must be necessary to the conduct of the Prince Edward Island College of Physiotherapy (PEICPT) business.

PURPOSE

To provide guidelines for eligible expenses, limitations, conditions, and procedures for reimbursement of expenses incurred while performing PEICPT business subject to established approval and authorization procedures and the approved budget.

APPLICATION

This policy applies to all college members and council members of the PEICPT, including the college Registrar.

Allowable Expenses

1. The selection of the mode of transportation is based on cost, duration, rescheduling flexibility, convenience, safety and practicality. Reservations should be made as far ahead as possible in order to take advantage of lower fares.
 - a) Air Travel: The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought.
 - b) Car Rental: Rental vehicles will be permitted only in circumstances where reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable. All rental cars should be compact size unless otherwise authorized for reasons such as safety, number of travellers, or the specific needs of a traveller. It is the responsibility of the renter to secure appropriate insurance, e.g. collision damage waiver.
 - c) Personal Vehicles: Use of personal vehicles for PEICPT related travel will be reimbursed in accordance to the PEI Treasury Board Travel Regulations and Policies (Section 17). No other expenses associated with the use of personal vehicles for PEICPT related travel (e.g. fuel purchases, parking fines, traffic tickets, insurance premiums, deductibles, maintenance and repair costs) may be claimed for reimbursement.
 - d) Parking, Tolls, and Other Ground Transportation: Bridge, ferry, and highway tolls and parking fees paid while driving on PEICPT business will be reimbursed. Taxi charges are reimbursable. Charges for limousine services will be reimbursed when the cost is equal to or less than taxi fare.

In-province travel expenses to and from council meetings/ college meetings where an honorarium is received, are not allowable.

2. International travel must be preapproved by the PEICPT before leaving the country.
3. Meals may be claimed on a per diem basis during business travel if travel occurs during meal times and in accordance to the PEI Treasurer Board (TB) Travel Regulations and Policies (Section 17). Claims for per diems will be adjusted to consider meals included as part of the attendance at meetings, or as part of airline/railway travel.

As of October 2020, the TB maximum daily amount including tax and gratuities for meal allowances are as follows:

Breakfast: \$10.00 per day
Lunch: \$15.00 per day
Supper: \$25.00 per day

Meal rates are for meals consumed and should not be considered a daily allowance. No alcoholic beverages will be reimbursed.

4. PEICPT standard accommodation is a single room with a private bath in a moderately priced hotel. Where the reason for travel is a conference or national meeting that is being held at a hotel, travellers may stay in the conference/national meeting hotel and should request any discounted rate associated with the conference/national meeting.

When a traveller stays with a friend or relative expenses incurred to extend appreciation to friends or relatives for their hospitality will be reimbursed to a maximum of \$50.00 per night up to three days, and \$100 per night of more than three days.

5. A member is entitled to incidental travel expenses of \$10.00 per day when an overnight stay is incurred.
6. Persons conducting approved business (e.g. investigation committee) on behalf of PEICPT shall be reimbursed \$40.00 per hour up to a daily maximum \$300.00. Billable time includes: preparation time (not to exceed three hours), travel time and meeting time.
Excluded: council regular meetings, annual general meeting and special meetings as member of the council. Also excluded is time spent attending a professional development activity except when part of a negotiated contract (e.g. registrar contract).

In the event a volunteer in the course of conducting approved business experiences a loss of income from not working their regular job, they may submit a wage replacement application (Appendix B) to council for approval.

7. It is the responsibility of the traveller to ensure they have adequate travel insurance coverage.
8. Expenses of spouses or accompanying persons are not allowable except for identified business purposes and on prior approval by council of the PEICPT.

APPENDIX A: Expense Claim Form PEI College of Physiotherapy

Please submit a claim for reimbursement of an expense within thirty (30 days) of the expense being incurred. All submitted expenses must be in Canadian dollars. Cash advances will not be provided. Original receipts are required for all expenses claimed (appended to Expense Claim Form).

Name:								
Mailing Address:								
Date of Event:								
Name of Event:								
	Date(s): Use one column per day (mm/dd)							
Expense Category							Totals	
Air Fare							\$	
Hotel Accommodations							\$	
Parking							\$	
Private Auto Charges (km x rate)							\$	
Taxi/Shuttles							\$	
Breakfast*							\$	
Lunch*							\$	
Supper*							\$	
Incidentals*							\$	
Other (specify)							\$	
Other (specify)							\$	
* Refer to Policy for maximum rates	\$	\$	\$	\$	\$	\$	\$	
Totals								
							Total Expenses	\$
							Subtract (if applicable)	\$
							Reimbursement Amount	\$
Claimant Signature (unsigned claims will not be processed):								
Notes:								
Please submit to the PEICPT Treasurer the signed form and original receipts. Address: PEI College of Physiotherapy PO Box 20078 Charlottetown, PE C1A 9E3								

APPENDIX B: Wage Replacement Application Form PEI College of Physiotherapy

Name:		
Mailing Address:		
Date of Event:		
Name of Event:		
Explanation/Reason for Wage Replacement:		
Requests for wage replacement must be accompanied by supporting documentation confirming the details of time off without pay.	Total Wage Loss	\$
	Subtract (if applicable)	\$
	Wage Loss Reimbursement Amount	\$
Claimant Signature (unsigned claims will not be processed):		
Notes:		
Please submit to the PEICPT Treasurer the signed form and supporting documentation. Address: PEI College of Physiotherapy PO Box 20078 Charlottetown, PE C1A 9E3		