

 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: January, 2026

POLICY

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

PURPOSE

The Prince Edward Island College of Physiotherapy (PEICPT) values and relies upon the work of Council members, volunteers and staff to achieve its mission and objectives. Individuals working on behalf of PEICPT are reimbursed for actual and reasonable expenses incurred in connection with their responsibilities and do not incur financial hardship as a result of their participation.

APPLICATION

This policy applies to all college members, council members, volunteers or staff in accordance with the following guidelines.

Allowances

- Persons conducting approved business (e.g. investigation committee) on behalf of PEICPT shall be reimbursed \$45.00 per hour up to a daily maximum \$400.00. Half days will be paid at the rate of \$200.00. 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).

Individuals (council members, volunteers) conducting approved work on behalf of the PEICPT and experiences a loss of income from not working their regular job, may submit a wage replacement application (Appendix B) to council for approval.

Travel

- Air:** The standard for air travel is economy class. The lowest available airfares appropriate to itineraries shall be sought.
- Personal Vehicles:** Use of personal vehicles for PEICPT related travel will be reimbursed in accordance with 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.
- Vehicle 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.

- **Ground Transportation:** Reimbursement for ground transportation (e.g., taxi, airport shuttle, uber, etc.) is provided for actual costs incurred. Charges for limousine services will be reimbursed when the cost is equal to or less than taxi fare.
- **Parking:** Reimbursement for parking associated with the use of a vehicle is provided for actual costs incurred.

Accommodations

- Reimbursement is provided for actual costs incurred for a standard room (i.e., room charge and applicable taxes)
- Reimbursement is provided for private accommodation in lieu of a hotel at the rate of \$50.00 per night and \$100 per night of more than three days.

Meals

- Reimbursement for meals and gratuities is provided with receipts at the following 'maximum per person' rates for meals that are consumed and not provided by the event/conference. Alcoholic beverages are not eligible for reimbursement.
- The daily amount including tax and gratuities for meal allowances are as follows:
 - Breakfast: \$15.00 per day
 - Lunch: \$25.00 per day
 - Supper: \$40.00 per day
- Reimbursement for reasonable amounts in excess of the above is provided in high-cost cities such as Vancouver, Toronto, Montreal, and many cities in the United States.
- Reimbursement for gratuities is limited to 15% of the pre-tax total.

Incidentals

PEICPT recognizes that individuals travelling on its behalf often incur incidental expenses.

- Reimbursement is provided for incidental travel expenses of \$10.00 per day when an overnight stay is incurred.

Reimbursement Procedures

- All claims for reimbursement, with receipts, must be submitted on an Expense Form (Appendix A) issued by PEICPT. Receipts are required except where otherwise stated. The claim should be submitted as soon as possible after the event or activity or within 30 days of the expenses.
- Payments will be issued by the Treasurer within 30 days of receiving the Expense Form

Other

- International travel must be preapproved by the PEICPT before leaving the country.
- It is the responsibility of the traveller to ensure they have adequate travel insurance coverage.
- Expenses of spouses or accompanying persons are not allowable except for identified business purposes and on prior approval by council of the PEICPT.
- Reimbursement rates are reviewed annually.

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							\$
Accommodations							\$
Parking							\$
Private Vehicle (km)							\$
Taxi/Shuttles							\$
Breakfast							\$
Lunch							\$
Supper							\$
Incidentals							\$
Hours Worked							\$
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		