

**TRAVEL EXPENSE AND HONORARIA  
 CLAIM FORM  
 2017-18**

Please Return To: Doctors Nova Scotia  
 25 Spectacle Lake Drive  
 Dartmouth, NS B3B 1X7

Telephone: 902-468-1866  
 toll free: 1-800-563-3427  
 Fax: 902-468-6578  
 Web Site: www.doctorsns.com

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Council/Meeting Name: \_\_\_\_\_

Working Group Name: \_\_\_\_\_

Location: \_\_\_\_\_

<b>ID#</b>           <b>GL#</b>           <i>For office use only</i>
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Meeting Date: \_\_\_\_\_ Start and Ending Time: \_\_\_\_\_

**Transportation Costs:**

Air Fare (Economy)	\$ _____
Car Mileage (\$.50/km) _____ kms	_____
Taxis	_____
Car Rental	_____
Other (please specify) _____	_____

**Maintenance Costs**

Hotel	_____
Meals Breakfast Lunch Supper (Receipts Please)	_____
(see reverse for guidelines)	

Other Expenses Claimed (Please Specify)

\_\_\_\_\_  
 \_\_\_\_\_

Total Expenses Claimed \$ \_\_\_\_\_  
 (Please Attach All Supporting Receipts)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED & RETURNED WITHIN 30 DAYS OF TRAVEL**

<b>For Office Use</b>	
Cost Centre _____	Honoraria Days _____
Departmental Approval _____	Payment Approval _____

## Honoraria and Expense Policy Statement

### Purpose:

Honoraria is viewed as a means of recognizing the efforts of members expended on behalf of Doctors Nova Scotia and as a means of partially defraying income loss. The intent of the proposed policy is to provide guidance to Doctors Nova Scotia members and administration in ensuring the existence of a fair and appropriate payment system for honoraria and expenses.

### Eligibility:

Any member who is appointed by Doctors Nova Scotia to serve on a Committee may claim an honorarium and claim for legitimate expenses.

The Doctors Nova Scotia annual meeting is not covered for honoraria and expense claims.

Basic registration, honoraria and travel expenses will be paid for Doctors Nova Scotia delegates to the CMA annual meeting where not otherwise sponsored. Delegates assume cost for social functions.

When external representation is requested, staff will attempt to negotiate payment of honoraria and/or expenses by the agency requesting representation. Where this is not possible, Doctors Nova Scotia may, with or without the benefit of honoraria, choose to provide a representative.

### Policy:

Members traveling on Doctors Nova Scotia business are entitled to reimbursement as per the General Guidelines. Expenses will be reimbursed from Day 1.

Honoraria will be paid for time spent in meetings and travel time for those meetings with formal documentation (e.g. minutes, agendas, work plans, etc).

#### Members travelling from outside HRM:

- Meetings plus travel lasting 4 hours or less will be paid honoraria for a half day;
- Meetings plus travel lasting in excess of 4 hours will be paid honoraria for one full day.

#### Members travelling from inside HRM:

- Meetings lasting less than 4 hours will be paid honoraria for a half day;
- Meetings lasting more than 4 hours will be paid for one full day;
- Meetings lasting 4 hours will be paid for a half day, plus the member can claim an additional \$100 over and above the half day honoraria for an hour of travel.

When calculating time for honoraria, the time is rounded down until it reaches 30 minutes past the hour, after which the time is rounded up to the next hour. No more than one day's honoraria may be earned on any given date.

Honoraria payments will be made monthly to members for meetings attended in the prior month. Only in extraordinary circumstances will exceptions be made by the Audit Chair in consultation with the Chief Executive Officer.

The President, President-Elect, and BOD Chair will receive a term honorarium *rather than* the daily rate.

Persons in these positions will normally receive no other honorarium in relation to the defined position. A position receiving term honoraria is defined to include those activities carried out by that position and any liaison activities and any activities that involve reporting back to that position. Persons in other positions may on occasion receive a lump sum payment, *in addition to* the daily rates, in recognition of an unusually large number of additional added duties outside of meeting times resulting in *tangible* benefits to the association and its members.

### Teleconferencing:

Conference calls are used in lieu of meetings and not in addition to a regularly scheduled meeting. Honoraria will only be paid for conference calls with formal documentation. Honoraria will be paid at the rate of \$125 per hour with a subsequent amount paid once 15 minutes is reached in the next hour.

### Travel Expenses:

Expenses will be reimbursed when accompanied by an original receipt and submitted within 30 days of return. The Doctors Nova Scotia approved travel and expense claim form must be used. It is expected that dues paying members will be as frugal with the association's funds as with their own.

### Air Travel:

If a seat sale is not available, the full fare economy ticket will be paid by Doctors Nova Scotia. This applies regardless of length of travel. The traveler may upgrade at their own expense. Cost of travel by other modes should NOT exceed the corresponding cost of airfare plus ground transportation.

### Automobile Travel:

All automobile travel will be reimbursed at a rate of \$0.50 per km.

### Car Rental:

Use of rental cars is encouraged whenever they are the most economical means of travel including considerations of rental cost, fuel, taxis, as well as any hotel expenses avoided. Members may choose any car class up to intermediate or mid-size.

### Hotels:

Hotel expenses will be reimbursed at the single room rate for standard accommodations. Claims will be reimbursed for a reasonable amount based on meeting locations. Where members choose to stay at a relative or friend's home and hotel expenses are otherwise permitted, \$40 per day may be claimed in lieu of hotel expenses. If combined, time for travel and meetings does not exceed ten hours, or if travel of 150 km or less is required to attend a 9 a.m. meeting, then a claim will not be normally accepted for hotel accommodations.

### Meals:

Meal expenses suggested maximums are as follows: Breakfast - \$15; Lunch - \$25; and Dinner - \$50. With justification, a maximum of \$90 per day may be allowed based on receipts. The cost of meals provided during a meeting or as part of a registration fee will not be eligible for reimbursement and the daily maximum will be adjusted accordingly.

### Review Process:

The honoraria levels will be subject to an annual review as part of the budgeting process, and may be adjusted upward or downward. This review process shall be conducted by the Audit Chair and Audit Committee and reported to the Board of Directors.

**Review Date:** Annually by the Audit Committee.

**This statement replaces all previous forms and policies effective June 1, 2017**