

## **FINANCIAL Policy - Reimbursement of Expenses – revised January 2009**

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### **1. OBJECTIVE**

To reimburse expenses incurred by the Board of Directors, RAIC Committee Members, College of Fellows and RAIC Staff when attending Board Meetings or other Meetings.

### **2. PROCEDURE**

In order to be reimbursed for actual expenses, Board members, Committee members, Senior Advisory Members of the College of Fellows and RAIC Staff must submit an official **Expense Claim Form** with original receipts no later than 60 days after the meeting date as follows:

*(Please retain clearly legible photocopies for your records if required for any necessary follow-up)*

#### TRAVEL

- **Airfare:** *airfare* rates at one of the two lowest categories of airfare for each airline (such as Air Canada Tango and Tango plus) plus the cost of flight insurance, airport improvement taxes and other related expenses; (submit original paper ticket, or electronic ticket receipt/itinerary), or
- **Travel by car:** as per Treasury Board Guidelines as noted on the expense claim form pull-down menu; or
- **Train:** Via Rail “1” if less expensive than air travel at airfares noted above; and
- **Shuttle Bus, Public Transportation or Taxi:** maximum allowable is the expense for standard taxi fares. Actual receipts must be submitted. **NOTE: Rental Car expenses will be approved only up to the total amount which would have been incurred if travel had been by taxi.**

#### LODGING

- **Hotel:** Reasonable room rates as negotiated by the RAIC for a mid-range business-class hotel and for **standard single or double room** only, plus applicable taxes; Incidental Hotel expenses will NOT be reimbursed, except as noted below.

#### OTHER

- **Meal expenses:** to a maximum of C\$75 per day (Meals which have been paid for as a group must indicate the names of all diners)
- **Incidentals:** the following only are acceptable to a maximum of C\$35 per day:
  - telephone, fax, and e-mail costs,
  - tips, such as tips for bellmen,
  - drycleaning or laundry if needed,
  - personal items if forgotten

#### REIMBURSEMENT OF OFFICE EXPENSES

The Institute will reimburse actual costs incurred in the office (such as telephone/fax, photocopying, courier, etc.), upon receipt of an invoice with supporting documentation. Board or Committee members must submit their expenses on a quarterly basis and year-end expenses by December 31.