



# NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

## Policy

### Expense Claims

*(as per Bylaw 13)*

June 14, 2008

Updated March 3, 2009

NLPB Board members, Executive Committee members, Disciplinary Panel members, and persons attending pre-approved provincial or national meetings as representatives of NLPB, or on pre-approved NLPB business will be reimbursed for transportation, accommodation, meals and services that meet reasonable and adequate standards for convenience, safety and comfort. Such reimbursement shall be made on the basis of actual expenditures incurred, up to the allowable limits as specified below, and normally upon submission of receipts.

The Board has agreed that the following guidelines will apply for reimbursement of expenses:

- a) All expense claims must be submitted to the Secretary-Registrar on an Expense Claim Form, supported by receipts, and signed by the person submitting the claim.
- b) HST paid must be separated out and reported on claims form.
- c) Expense claims outside of these guidelines require prior approval of the Executive Committee.
- d) Airfare expenses will be reimbursed based on standard economy rates. Whenever possible reservations should be made sufficiently in advance to take advantage of early booking discounts.
- e) Reimbursement is allowed for taxis, airport buses, subways or shuttles used in the performance of NLPB or other approved business. Expenses will be reimbursed as incurred, with receipts.
- f) Auto rental, limited to the smallest vehicle appropriate and available, will be reimbursed when this is the most appropriate or cost effective means of transportation. Rental fees and gasoline expenses will be reimbursed as incurred, with receipts.
- g) The use of personal automobiles will be reimbursed at a rate of \$0.53 per kilometer. Parking expenses will be reimbursed as incurred, with receipts.
- h) Hotel expenses will be reimbursed based on standard economy room rates. Personal incidental expenses such as mini-bar charges, laundry, in-room movies and personal telephone calls will be the responsibility of the individual.

- i) Maximum meal expenses payable, including gratuities, will be the actual expenses to a maximum of \$50.00 per without receipts (meal expenses in excess of \$50.00 will require supporting receipts). Members are not reimbursed for meals supplied by the Board or for meals purchased instead of those provided by the Board.
- j) The Board will not reimburse for alcoholic beverages, except as a component of the daily meal allowance, without prior approval.
- k) Registration fees required may be paid in advance by the Board or reimbursed to the individual as incurred.
- l) Miscellaneous expenses such as telephone calls, photocopying, supplies, or postage incurred on behalf of NLPB will be reimbursed upon submission of receipts.
- m) Income Replacement Allowances will be paid only to Board members for attendance at meetings of the Board or to members of the Complaints Authorization Committee or Disciplinary Panel for attendance at meetings or hearings of adjudication tribunals.

When necessary or appropriate, expenses can be paid in advance by the Board with the approval of the Secretary-Registrar