



Specialty Committee

Policy on Reimbursement of Expenses

Specialty committee meeting at Royal College

Headquarters:

When a specialty committee holds a meeting at Royal College Headquarters, the following members will be reimbursed for travel and accommodation expenses per the [Royal College Travel Policy](#) (Page seven for travel guidelines):

VOTING MEMBERS:

- Chair
- Chair-elect or vice-chair
- Past-chair (if applicable)
- Regional representatives (5)
- Community-based representative

NON-VOTING MEMBERS:

- Chair of the English and French examination board
- Chair of parent/subspecialty or related specialty/AFC committees
- Representatives from other related streams/disciplines
- Up to two program directors

Reimbursement will be for the following expenses:

TRANSPORTATION:

The Royal College will reimburse travel within North America. If you have personally paid for travel, all receipts must be attached to your expense claim. All travel is to be booked through the [Royal College's Travel Management Company](#).

- Air: All flights will only be reimbursed to an amount not to exceed Air Canada Standard/Flex/Comfort, WestJet Econo/Econo-Flex/Premium or Porter Standard/Flexible/Freedom ([Travel Policy Schedule B](#)).
- Train: The Royal College will reimburse travel costs not to exceed Via Rail Business class fare ([Travel Policy Schedule B](#)).
- Bus: The Royal College will reimburse travel costs not to exceed a round trip bus ticket.
- Personal Car: An allowance of 68 cents per km ([Travel Policy Schedule A](#)).
- Parking, taxis and rental cars are also eligible for expense reimbursements ([Travel Policy Schedule A](#)).

Travel can be booked through [Zii, the online travel booking portal](#) or you may contact Encore Travel at royalcollege.travel@encore.ca. Booking your travel directly through the Zii platform is the more cost-effective option for the Royal College and helps to keep costs low.

Royal College Travel is provided by the Encore travel management company and has enhanced features to offer greater benefits and support, including assistance in the event of an emergency situation, use of personal loyalty programs (e.g. Aeroplan, Starwood Preferred Guest etc.), use of your own credit card to accumulate points or ability to charge eligible flights directly to the Royal College and access to travel and hotel discounts exclusive to Royal College volunteers.

ACCOMMODATIONS:

- One hotel night per day of meeting: attach hotel receipt for reimbursement up to a maximum of \$425 per night, including all taxes and fees. Please do not include internet charges, meal/incidental charges such as food/beverage, mini-bar, movie rentals, laundry services and phone charges.
- If an additional night of accommodation is required due to travel arrangements, pre-approval is required from the manager, Specialty Support.

MEALS/INCIDENTALS:

- Meals/incidentals for travel day(s): this is a day where the traveler does not have an activity (official Royal College meeting) but is travelling to/from the activity location to/from the departure location. Attach all itemized receipts for reimbursement up to \$50/travel day (incl. tax).
- Meals/incidentals for the day of the meeting: attach all itemized receipts for reimbursement up to \$100 (incl. tax) a day if 2 or more meals are provided by the host organization and up to \$150 (incl. tax) if less than 2 meals are provided; amounts may be pooled over length of stay.

To enable timely processing of expense claims, expense claims should be submitted within 14 days of the Royal College meeting or event.

We are not able to reimburse non-voting members (other than those identified above) for their expenses to attend specialty committee meetings.

To facilitate attendance of non-funded participants, meetings held on-site at the Royal College will be organized as hybrid meeting with an option to join the meeting virtually. For meetings held off-site, virtual participation may be possible, subject to available technology and associated cost.

For specific information regarding expenses for Competence by Design (CBD) workshops, please see the Competence by Design (CBD) Workshop Policy on Reimbursement of Expenses. Upon completion of the CBD series of workshops, the specialty committee funding for committee meetings will return to the parameters outlined in this policy.

Committee meeting in association with or during annual meetings of the National Specialty Society or other organizations:

When a specialty committee holds a meeting in association with or during annual meetings of the National Specialty Society, the Royal College or the professors' group, personal expenses will not be reimbursed.

However, committee expenses, including the cost of catering, a meeting room or audio visual equipment, may be covered by the Royal College, but are subject to the approval, in advance, from the manager, Specialty Support. The Royal College does not cover the costs of alcoholic beverages served during committee meetings.

EXCEPTIONS:

When a full-day specialty committee meeting (minimum four hours) is held on a day immediately preceding or following an annual meeting of the National Specialty Society, participating out-of-town voting and non-voting members outlined above may be reimbursed for the following expenses upon pre-approval from the manager, Specialty Support:

- One hotel night: attach hotel receipt for reimbursement up to a maximum of \$425 per night (incl. tax) (please do not include internet charges, meal/incidental charges such as food/beverage, mini-bar, movie rentals, laundry services and phone charges); and
- Meals/incidentals for the day of the meeting: attach all itemized receipts for reimbursement up to \$100 (incl. tax) (excluding meal(s) provided at the meeting).

Travel will not be reimbursed for committee members attending committee meetings held in conjunction with NSS meetings. Virtual participation in committee meetings is available for members who do not attend in person.

Incidental expenses

Incidental expenses incurred by the chair, chair-elect and vice-chair for such items as postage, long distance telephone calls, etc., will be reimbursed upon presentation of a statement of claim to the manager, Specialty Support.

To enable timely processing of expense claims, expense claims should be submitted within 14 days of the Royal College meeting or event.