

Honorarium and Expense Reimbursement Policy

Effective May 31, 2012

1) Volunteer Officers, Directors, and Advisors will not normally receive Honorariums. In the event that an Officer, Director, Advisor, or member performs services on behalf of the Society, significantly above and beyond what is expected, the Board may determine at a meeting if an Honorarium should be granted. Other individuals such as guest speakers and volunteers may also qualify, with Board consent. An Honorarium shall not exceed \$ 500.00 in any calendar year.

2) A member, employee, Advisor, or volunteer of the Society may apply to be reimbursed for necessary expenses incurred, as a result of performing previously authorized activities on behalf of the Society. The following are expenses qualified for reimbursement, including HST where applicable, once proper receipts and supporting documentation are submitted to the Treasurer.

- a) Reasonably priced travel expenses including airfare, train fare, ferry, subway, bus, taxi
- b) Car rental expenses, including fuel and insurance
- c) Personal mileage expense (35 cents per km.) for the authorized distance traveled
- d) Parking fees
- e) Tolls
- f) Hotel or motel accommodation at the Society business rate
- g) Reasonable meals, including tips up to 15 %
- h) Society business related telephone calls
- i) Conference, convention fees, training expenses and seminars
- j) Office supplies or services, including postage
- k) Other reasonable and necessary business expenses, not specifically stated

3) Each claim for reimbursement shall include a brief description of the reason for the incurred expense(s), date(s) of the activity, copies of valid receipts, and the request for reimbursement shall be signed by the Board member, member, or employee.

4) The Society will not normally reimburse for the following expenses -

- a) Fines, penalties, legal expenses incurred due to violations of any applicable law
- b) Entertainment expenses and other unauthorized expenses
- c) Alcoholic beverages beyond reasonable meal requirements
- d) Loss or theft of personal property or equipment
- e) Medical or injury claims or expenses
- f) All expenses which are recoverable from a third party, partner, or employer
- g) Other unreasonable, unnecessary, or unauthorized expenses not specifically stated

5) Any changes to this Policy must receive prior approval of the Board or membership, at a duly notified and convened Board meeting, or annual or special membership meeting.