

HONORARIUM AND EXPENSE REIMBURSEMENT POLICY

Effective September 18.2018

1-Volunteer officers, directors, and advisors will not normally receive honorariums. In the event that an officer, director, adviser or member performs services on behalf of the Society, significantly above and beyond what is expected, the board may determine meeting if the honorarium should be granted.

2-Guest speakers and volunteers may also qualify with Board consent.

3-An honorarium shall not exceed \$2000.00 in any calendar year

4-A member, employee, advisor or volunteer of the Society may apply to be reimbursed for necessary expenses incurred, as a result of performing activities on behalf of the Society.

The following are expenses that may be applied for with receipts and supporting documentation to the treasurer.

a- Economy travel such as airfare, train fare, ferry, subway, bus and taxi receipts are required \$5.00 and over

b-Car rental expenses, including insurance and fuel

c- Personal mileage expense (as per provincial rate guideline) or the authorized distance traveled

d-Parking fees

e-Tolls \$5.00 or less no receipt required

f- Hotel, motel, bed and breakfast, university accommodations at the best possible rate

g- Meals including tips up to 15 % if no receipt maximum reimbursement will be breakfast - \$10.00, Lunch -\$15.00, dinner- \$30.00

h- Conference, convention ,seminars fees and training expenses

i-Office supplies or services, including postage

j-Other reasonable and necessary business expenses not specifically stated

5- Each claim for reimbursement shall include incurred expense(s) and the reason for the incurred expense(s),date(s),of the activity, copies of the valid receipts, and the request for reimbursement shall signed by the board member, member, or employee.

6- The Society will not normally reimburse for the following expenses-

a- Board members traveling to the Society's board meetings

b- If a meal is supplied at a conference, seminar, meeting you may not request reimbursement

c-Fines, penalties, legal expenses incurred due to violations of any applicable law

d Alcohol beverages

e-Entertainment expenses and other unauthorized expenses

f-Loss or theft of personal property or equipment

g-Medical or injury claims or expenses

h- All expenses which are recoverable from a third party ,partner or employer

i-Other unreasonable, unnecessary, or unauthorized expenses not specifically stated

Any changes of 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.