

Policy 1

Reimbursement of Expenses

Members of the Board of Directors and individuals assigned by the Board to carry out its work, shall be reimbursed for certain travel expenses in connection with meetings of the Board of Directors and other officially approved activities of the CCEI. Reimbursement shall be based on tourist/economy airfare and/or first-class train-fare, reasonable charges for lodging and food for attendance at the above events, and other related expenses as detailed below.

All expenses claimed by Directors associated with attendance at CCEI Board meetings must be submitted to the sponsoring agency for reimbursement. The President and Vice-President must pre-approve a travel expense budget and all other claimed expenses for CCEI related work. These expenses must be documented with original receipts and submitted directly to the Executive Secretary of CCEI and will be reimbursed directly by CCEI.

Directors are expected to schedule meetings and events at times and locations which are cost-effective and suitable for CCEI to carry out its business. Directors and any others to be reimbursed are expected to purchase tickets well in advance in order to secure the lowest available airfare, to select reasonably priced yet suitable lodging, and to be reasonable with costs for meals.

General stipulations regarding travel reimbursement:

 Expenses for approved travel for CCEI business other than the CCEI Board meetings, as authorized by the President and Vice-President and undertaken by Directors and/or the Executive Secretary, will be reimbursed from CCEI funds in keeping with this policy.

Reimbursement allowances fixed by CCEI:

- 1. Transportation by personal vehicle to and from airport or train station shall be reimbursed at the standard <u>Canadian government automobile allowance rates</u>.
- Airport or train station parking shall be reimbursed per receipt of expense.
- 3. Transportation to and from airport or train station by commercial means shall be reimbursed per receipt of the expense.

Councils on Chiropractic Education International



- 4. Transportation by personal vehicle to and from CCEI meetings shall be reimbursed at the Canadian government automobile allowance rates, but such reimbursement may not exceed the cost for tourist airfare or first-class train fare.
- 5. Hotel expenses shall be reimbursed at the cost of a single room.
- 6. Expenses for meals in connection with above-mentioned meetings shall be reimbursed if the expenses are reasonable, but reimbursement may not exceed standard Canadian government meal rates.
- 7. Expenses must be verified with original bills or itemized receipts. Claims for transportation by personal vehicle must be a written statement of actual miles/kilometers driven with a photo of a map showing starting locating to destination and number of kilometers.
- 8. Claims to CCEI for reimbursement and documentation of expenses must be submitted in the CCEI approved format.
- 9. CCEI will not reimburse board members for personal alcohol expenses.

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