



Policy Name	Allowable Expenses and Per Diem Policy		Number	P2
Date Approved by Council	April 22/2021	Date Due for Review	April 2022	
<p>Purpose: As part of good governance and good stewardship of the money that the College of Midwives of Alberta (CMA) operates with, the CMA endeavors to use a responsible system of allowable expenses.</p> <p>Definitions:</p> <p><u>Distance conditions:</u> measured in kilometres by either “Maps” or “Google Maps” to and return from the CMA office.</p> <p><u>Additional Expense Coverage:</u> CMA registrants on Council may be eligible for reimbursement costs related to hiring another registered midwife to cover a birth, clinic day, or on call time when those events coincide with Council Meetings. The cost recovery must not exceed \$1000 per day. Registrants are encouraged to make arrangements to be off call for planned CMA Council meetings and/or events as much as possible.</p> <p><u>Registrants:</u> the term used for Registered Midwives who hold positions on CMA Council, committees or on project work.</p> <p>Policy Statement:</p> <p>This policy is developed for CMA staff, Council, committee members, hearing tribunal members, Public Members (limited) and for those who have contract and project work arrangements with the CMA.</p> <p>Exceptions include:</p> <ol style="list-style-type: none"> 1. Contracts written for Investigative Consultants with CMA, where certain consultant fees are charged, and 2. Legal counsel retained by the CMA, and 3. Public Members appointed to the CMA for Council, Hearings and other CMA committee work, are paid for their various duties from Alberta Health directly. Public Members can attend pre-approved CMA Council governance education opportunities and be paid to attend by CMA. Please see the most current copy of the Public Members Handbook (Government of Alberta) for details. <p>This policy is on the CMA website and will be shared by the Registrar or Finance Director, with new staff, council members, committee members, contract and project workers as part of the initial orientation, and as any changes to this policy are made.</p> <p>Allowable Expenses:</p> <p><u>Travel expenses within Alberta:</u> necessary travel to and from meetings. Distance conditions apply for off-site meetings; see definition above. Carpooling is expected as much as possible; <i>within public health measures or restrictions</i>; driver to claim the travel expense. See also Personal Vehicle Expenses section below.</p>				

Travel expenses outside of Alberta: Must be pre-approved by the CMA Registrar. Application requests must be made as early as possible and no less than two weeks before the event. This includes airfare, train and vehicle travel. Please fill out the CMA Expenses/Pre-Approval form in as much detail as possible, to apply.

Accommodation: hotels, B&B's; distance conditions apply. Reasonable accommodation rates are expected. Accommodation with breakfast included is preferred. *Registrants are encouraged to share rooms as much as possible; within public health measures or restrictions.*

Food: meals with tip not to exceed the following: Breakfast: \$15, Lunch: \$25, Dinner: \$40, or a daily maximum of \$95 with tips included. Tips are expected to be a minimum of 15%.

Conferences, Training Time and Education Events: Must be pre-approved or mandated by the CMA Registrar. Application requests must be made as early as possible and no less than two weeks before the event. This includes registration fees, necessary travel costs to and from the event, taxi, shuttles, room rental and airport parking. Please fill out the CMA Expenses/Pre-Approval Claim form in as much detail as possible, if requesting CMA compensation.

Time attending conferences and educational events will be paid according to programmed hours and necessary study or preparation time needed on behalf of CMA business. **Please provide the event agenda.**

Personal Vehicle Expenses: Distance conditions apply; see definition above. Mileage is paid out at \$.50 per kilometer.

Office Supplies and Business-related Expenses: photocopy paper, basic personal phone expenses when used for CMA business, toner, stationary, office supplies, and post office mailing costs are included here, especially if people have to work at home for extended periods of time or when someone is contracted to do project work. The CMA office will endeavor to reimburse as many of these supplies as necessary.

Honoraria and Gifts on behalf of the CMA: Must be pre-approved by the CMA Registrar. Application requests must be made as early as possible and no less than two weeks before the event. Please fill out the CMA Expenses/Pre-Approval Claim form in as much detail as possible.

Public Relations costs; booth set up fees, door prize contributions: Must be pre-approved by the CMA Registrar. Application requests must be made as early as possible and no less than two weeks before the event. Please fill out the CMA Expenses/Pre-Approval Claim form in as much detail as possible.

Miscellaneous: This category is for additional items or time spent, e.g.: IT support costs, applicable phone charges; time spent by CMA council/members on phone calls, signing cheques, doing correspondence on behalf of CMA business, etc. CMA will pay to the nearest quarter-hour.

Per Diem Expenses - Meetings:

Attendance can be in person or via video or audio transmission.

Attendance at Council Meetings: Registrants who are Council members are paid at the rate of \$50/hour to attend Council meetings, paid to the nearest half hour. Registrants are encouraged to make arrangements to be off call for planned CMA Council meetings and/or events as much as possible. Registrants on Council will also be eligible for *additional expense coverage* in the event that

they have to arrange coverage/on call time to attend Council meetings, or required to be present at an event/meeting as a CMA representative. Registrants would invoice the CMA on a cost recovery basis that must not exceed \$1000 per day (e.g., a birth, clinic day, or on call time). Public members on Council are paid as per the most current Public Members Handbook.

Attendance at Committee Meetings: Registrants who are Committee members are paid at the rate of \$50/hour to participate at meetings. Allowable expenses may also apply. *Additional expense coverage* above does not apply for committee members. There may also be negotiated arrangements for compensation between Registrants and the CMA Registrar. Public Members are paid for committee meetings according to the current copy of the Public Member Handbook.

Contract and Project Work: Registrants are paid at the rate of \$50/hour for hours worked, paid to the nearest half hour. There may also be negotiated arrangements for compensation if work is done by persons other than midwives. Allowable expenses may also apply. *Additional expense coverage* above does not apply for contract and project work people.

Hearing Tribunals: A versatile, accommodating approach needs to apply to Hearing Tribunal participation, as plans change, timeframes move, agreements can be made between parties encroaching on the actual Hearing date, and situational conditions occur.

Registrants must make prior arrangements to be **off call**, as they cannot leave a Hearing once it starts. *Additional expense coverage* does not apply here. Registrants are paid at the rate of \$50/hr to participate in the Hearing, paid to the nearest half-hour. The \$50/hr rate also applies to preparation time (reading and studying) and post-Hearing follow up (e.g., writing a decision, discussion with the Hearing Tribunal members). Oftentimes the independent legal counsel will provide documents to Tribunal members earlier on the day of the Hearing. Travel expenses, personal vehicle, office supplies, accommodation and food expenses all apply for the day(s) of the Hearing.

Cancelled Hearings: If Hearings are cancelled greater than 7 days (one week) ahead, as received by the CMA Registrar, Tribunal members will not be compensated. If the cancellation occurs within one week of a scheduled Hearing date, as received by the CMA Registrar, Registrants booked for the Hearing will be paid an honorarium of \$500.

Shortened Hearing Time Frames: Each situation will be addressed and managed individually between the Registrants and the Hearing Director and/or the CMA Registrar. The principle of fairness will apply with respect to accommodation, meals and time spent serving at the Hearing.

CMA staff may not claim per diem expenses as they are already being paid their regular wage for participating.

Excluded Expenses: traffic violations and fines; vehicle repairs and personal travel insurance; entertainment and personal services (e.g., dry cleaning, movie tickets etc.); alcoholic beverages; entertainment events, special tours, time spent eating or banquets if not included in the conference or event registration fees. Laptops and computers and related expenses are excluded unless specific arrangements have been made and agreed upon in writing with the CMA Registrar.

Reimbursement: Expenses can be paid with personal credit cards and be reimbursed, or arrangements can be made with the Registrar and/or the Finance Director for the expenses to be covered on the CMA credit card.

Expenses/Pre-Approval Claim Form: (See appendix 1) Forms are electronic fillable forms. This form serves as both a Pre-Approval cost estimate form as well as an actual expense form. Forms for expenses are expected to be submitted electronically to the Finance Director monthly, at month end, unless other arrangements are made with the Finance Director. Submission deadlines are mandatory for the end of December and end of April (financial year). *If expenses are not received within the stated times, the compensation will not be paid out.* All receipts must accompany the expense claim form, either electronically or scanned or by photo. Claims will be denied if there are not receipts, or proof of purchase.

Payments are made as promptly as possible, pending submission of all related proof of expenses.

Audit/Double Check: There is an automatic double check of each Expenses/Pre-Approval Claim Form before claims are disbursed by the CMA. The double check on each Expense Claim Form is done by two staff members (ideally the Registrar and the Finance Director). When expenses are being claimed by either the Registrar or the Finance Director, the Council Treasurer and/or members of the executive will check the expense claim.
CMA Credit card expenses are also double checked monthly, as above.



Cassandra Evans, President, CMA

April 22, 2021

Date

Cross References:

Terms of Reference – Finance Committee
Terms of Reference Registration Committee
Terms of Reference Continuing Competence Committee
CMA Orientation Outline (Registrar)

References:

AB Health Public Members Handbook, current copy.
CMA Bylaws
CMA Governance Policy

Appendix:

1) Expenses/Pre-Approval Claim Form

