



Canadian Society of Safety Engineering

Canada's safety, health and environmental practitioners

Issue Date: **February 12, 2017**

Replaces: **Nov 30, 2016**

EXPENSE PRIVILEGES OF INSTRUCTORS

References: Expense Privileges of Board Members

Forms: Expense Report Form February 12, 2017

Scope

Instructors shall be allowed and reimbursed for necessary and reasonable out-of-pocket expenses for instructing on behalf of CSSE and in the performance of his or her duties as an instructor.

Policy

- For all CSSE courses:
 - a) all Instructors are eligible to be reimbursed for their travel, accommodation, meal and other reasonable expenses in accordance with the following guidelines:
 - i) **Airfare:** Airfare not to exceed the lowest available economy fare on a 21-day advance booking basis. Seat selection in economy class and one bag are allowable expenses. Individuals will not be compensated for the use of airline tickets obtained from airline points, or from any other source where there is no out of pocket cost to the instructor.
 - ii) **Automobile:** When using a personally owned automobile as transportation, the kilometric reimbursement rate will be \$0.52. A detailed travel log shall be kept for auditing purposes. For road trips of over 250 km the rental of an automobile (up to mid-sized or standard) should be considered where such rental would be the least expensive travel option (versus the use of a personal vehicle). Reasonable vehicle insurance expenses will also be allowed.
 - iii) **Meals:** Detailed, itemized receipts are required for reimbursement. Credit card and debit card receipts are not accepted. Alcohol will not be reimbursed. Reimbursements of meal expenses are limited to \$80 per day, including all snacks, refreshments, taxes and gratuities for a minimum 12 hours travel away from home and limited to a maximum of \$45 per meal. Meal expenses for travel less than 12 hours are limited to \$17 for breakfast, \$17 for lunch, \$45 for dinner.



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- iv) taxi or shuttle rates for travel to and from Airports and other locations as required.
 - v) hotel accommodation.
 - vi) other charges such as telephone calls, internet access, and parking, as seems reasonable.
- b) Any type of expense not covered here should first be discussed with the Executive Director and Education Director and will be paid upon approval of the President
- Airfare as noted above will be booked directly through the Society Travel Agent for direct billing to the Society.
 - Hotel accommodations shall be booked by the Executive Director (or designate) whenever possible.
 - Every claim made by an Instructor for reimbursement under this section, shall be made within 30 days of incurring the expense. Claims submitted after 30 days shall not be honoured. Reimbursement, where possible, shall be within 30 days of receipt by the Vice-President / Treasurer.
 - Submission of Expenses:
 - a) Expense forms will be provided by the Society's office to allow for the submittal and reimbursement of expenses. Expense reports may be submitted by mail (with original receipts) or electronically (as described in b) and c)).
 - b) Expense reimbursement requests can be submitted electronically, using the electronic expense report form. Itemized receipts for expenses must be scanned and submitted with the electronic form (credit card receipts can accompany the itemized receipt, and scanned separately). Postdated receipts are not accepted. The declaration at the bottom of the form must be signed stating that there will be no other claims made for the expenses submitted electronically. Electronic expense reports must be submitted by email to slaudy@csse.org.

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- c) Expenses without itemized receipts will not be reimbursed.
- d) The original receipts must be mailed to or dropped off at the Society's office for matching to the electronic expense report form. This is for audit purposes. Receipts must follow within 30 days of the submission of the electronic form.

Approved by

February 12, 2017

Kathy Tull, President

Date

February 12, 2017

Trevor Johnson, Vice-President / Treasurer

Date