

**BC College of Oral Health Professionals**  
**Registrar/CEO Expense Policy**  
**April 1, 2026**

### **Registrar/CEO Expense Policy**

The Registrar/CEO will be reimbursed for all reasonable and authorized travel and other expenses incurred in the course of carrying out the Registrar/CEO duties. To be eligible for reimbursement, expenses must be items covered by this Expense Policy.

Expenses must be itemized and accompanied by original, itemized receipts, claimed on “Expense Claim Form” and submitted within thirty (30) days of the event.

Pre-approval by the Board Chair is required for individual expenditures over \$5,000 and for international travel.

The Finance and Audit Committee, assisted by College staff, will administer the Expense Policy ensuring claims are consistent with the policy.

### **Travel**

Travel should be by the most appropriate and cost and time-effective means in the circumstances.

### **Air**

Except for trips where the use of a motor vehicle is more cost and time-effective, the most economical fare should be booked. Flights requiring reservations to be made in advance should be used where possible if more economical. If staying overnight on Saturday means that the reduction in airfare will exceed extra hotel and meal costs, doing so is encouraged.

On flights involving more than four hours of travel, or with more than one leg in the flight, business class travel will be permitted.

### **Personal Vehicle**

Mileage will be paid at a rate established in accordance with relevant section(s) of the *Income Tax Regulations* issued from time to time by Canada Revenue Agency.

Mileage will be reimbursed for in-town travel to attend meetings.

Mileage claims for out-of-town travel shall not exceed the cost of economy airfare plus ground transportation.

### Rental Vehicle

The cost of a rental vehicle will be reimbursed if required during business travel.

### Ground Transportation

Reimbursement will be paid for travel to and from airports, hotel, residence, and meetings.

If choosing to stay at a hotel other than the one recommended by the College (where rooms are available), the reimbursement for transportation to and from the hotel to the meeting will not exceed the transportation costs to and from the recommended hotel to the meeting, plus any savings on the hotel costs if a lower rate hotel is chosen.

### Parking

As required for business travel.

### Accommodation

The College qualifies for government room rates for accommodation, subject to availability. Meeting participants are expected to stay at the recommended hotel at the government rate, if available, or may stay at a hotel that offers an equivalent or lower room rate. If choosing to stay at a hotel with a higher room rate, the maximum reimbursement will be the available government rate. Hotel accommodation will be reimbursed if unable to arrive and/or depart on the day of the meeting. Hotel accommodation shall not be reimbursed if personal residence is within fifty (50) kilometers of the place of attendance or meeting, unless required to attend on two or more consecutive days.

### Meals

Meals and gratuities shall be reimbursed up to the following maximums for in-person meetings:

Breakfast: \$30.00 (including tax and gratuities)  
Lunch: \$35.00 (including tax and gratuities)  
Dinner: \$55.00 (including tax and gratuities)

If a meal is provided, no reimbursement will be provided for that meal.

For trips outside British Columbia, the Board Chair may approve any variances from the above listed amounts.

### Telephone

Reimbursement shall cover the cost of local and long-distance telephone charges for business purposes.

### Non-Receipted Expenses

Non-receipted expenses such as gratuities and parking, may be claimed without receipts, but with explanation, when incurred on business.

### Not Paid

Expenses for such things as movies, health club fees, sports fees, laundry, mini-bar, or charges for family members or guests are not eligible for reimbursement.

### Stakeholder Engagement

Reasonable expenses relating to developing and maintaining effective relationships including with government, other health care and dental regulators, registrants, professional associations and educators are permitted. It would be reasonable that the Registrar/CEO, as the official spokesperson for the College, may have to attend some functions with their significant other. Reimbursement for such expenses shall be determined on a case-by-case basis.

### Late Claims or Missing Receipts

Late claims or claims with missing receipts must be approved by the Finance and Audit Committee at the next scheduled meeting of that Committee.