



GP 14: Remuneration and Expense Claim Limitations

Policy Type:
Financial Directives

Policy No:
GP 14

Effective Date:
February 23, 2024

Last Approval/Revision Date:

Policy Review Frequency:
Every Five Years

Purpose:

To outline the timelines to which Council and Committee members will adhere when submitting remuneration and expense claims for payment from CPhM.

Policy:

1. Council and Committee members shall submit claims for honoraria and expenses promptly, within 30 days of the meeting or event for which the claim pertains.
2. The CPhM operates on a fiscal year 1st January to 31st December.

Council and Committee members will submit all claims for honoraria and expenses on or before 31st JANUARY of the year following the fiscal year in which these were incurred.

3. Claims submitted after the 31st January, for honoraria and expenses incurred in the previous fiscal year, will not be eligible for payment.
4. Completed and signed honoraria and expense claims, along with any required receipts, shall be submitted to the designated CPhM staff person for verification of attendance and submission to accounting. Individuals are required to use the most current version of an electronic claim form
5. Individuals will receive payment by electronic funds transfer (EFT).