

## GP 13: Reimbursement of Costs Incurred

**Policy Type:**  
Council Governance

**Policy No:**  
GP 13

**Effective Date:**  
February 23, 2024

**Last Approval/Revision Date:**

**Policy Review Frequency:**  
Every Five Years

### Purpose:

To outline the policy related to claims for reimbursement of expenses incurred by Council and Committee members.

### Policy:

This policy applies to the Chair of Council, Council members, members of all statutory committees, and members of all standing and ad hoc committees of Council.

The College of Pharmacists of Manitoba (CPhM) strives to ensure cost-effective, consistent, and fair reimbursement of expenses for Council and Committee members. No Council or Committee member will be disadvantaged by virtue of their geographic location.

1. CPhM shall reimburse an individual for expenses incurred while engaged in pre-authorized activities of the CPhM.
2. Expenses eligible for reimbursement are those included in the [National Joint Council Directives](#):
  - i. [Appendix B – Kilometric Rates](#)
  - ii. [Appendix C - Allowances](#)
3. The National Joint Council publishes revised schedules quarterly, (January, April, July, and October). CPhM shall review and revise rates according to the current publication twice, annually, (April and October).
4. Kilometric Rate is the rate payable in cents per kilometer for use of a privately owned vehicle driven on authorized CPhM business travel. Travel distance shall be calculated from point of origin to the Winnipeg perimeter. Travel reimbursement does not include travel within the city limits.
5. Reimbursement of incidentals includes, but is not limited to, phone calls, service charges, etc. incurred while conducting authorized CPhM business.
6. Receipts are not required for expenses which fall within the per diem allowance.
7. Receipts are required for reimbursement of all other expenses (Air/Rail/Bus Transportation, Parking, Taxi, Accommodation).

8. Required receipts must be attached to the Expense Claim Form, at the time the claim is submitted.
9. Reimbursement will be made for reasonable and justifiable expenses.