



The Councils on Chiropractic Education International  
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## **Policy 1 Reimbursement of Expenses**

Members of the Board of Directors and individuals assigned by the Board to carry out its work, shall be reimbursed for certain travel expenses in connection with meetings of the Board of Directors and other officially approved activities of the CCEI. Reimbursement shall be based on tourist/economy air-fare and/or first class train-fare, reasonable charges for lodging and food for attendance at the above events, and other related expenses as detailed below.

All expenses claimed by Directors associated with attendance at CCEI Board meetings must be submitted to the sponsoring agency for reimbursement. The President must approve all other claimed expenses for CCEI related work. These expenses must be documented with original receipts and submitted directly to the Executive Secretary of CCEI, and will be reimbursed directly by CCEI.

Directors are expected to schedule meetings and events at times and locations which are cost-effective and suitable for CCEI to carry out its business. Directors and any others to be reimbursed are expected to purchase tickets well in advance in order to secure the lowest available air-fare, to select reasonably priced yet suitable lodging, and to be reasonable with costs for meals.

Reasonable and full travel expenses incurred by CCEI representatives in connection with special missions or work for specific agencies, associations, institutions or educational program will be charged by CCEI directly to the entity involved, and will be paid by CCEI to the representative. In cases where a CCEI representative must forego normal daily income while participating on special missions, he/she may receive honoraria upon written statement of such foregone income. This honorarium (to be established in advance between the CCEI President and the involved agency) will be charged to the involved agency or program when not specified otherwise.

General stipulations regarding travel reimbursement:

1. Expenses for approved travel for CCEI business other than the CCEI board meetings, as authorized by the President and undertaken by Directors and/or the Executive Secretary, will be reimbursed from CCEI funds in keeping with this policy.

2. Expenses incurred in connection with special missions for agency recognition or program accreditation, or for work requested by an association, institution, agency, program, or other entity will be reimbursed to CCEI by the association, institution, agency, program or other entity receiving the service.
3. Expense claims documented in currency other than US Dollars will be reimbursed in US Dollars adjusted according to the rate of exchange as established by TD Bank and in force on the date of CCEI action.

Reimbursement allowances fixed by CCEI:

1. Transportation by personal vehicle to and from airport or train station shall be reimbursed at the standard Canadian government automobile allowance rates.
2. Airport or train station parking shall be reimbursed per receipt of expense.
3. Transportation to and from airport or train station by commercial means shall be reimbursed per receipt of the expense.
4. Transportation by personal vehicle to and from CCEI meetings shall be reimbursed at the Canadian government automobile allowance rates, but such reimbursement may not exceed the cost for tourist air-fare or first-class train fare.
5. Hotel expenses shall be reimbursed at the cost of a single room.
6. Expenses for meals in connection with above-mentioned meetings shall be reimbursed if the expenses are reasonable, but reimbursement may not exceed \$100 US per day unless specifically approved by the CCEI President.
7. Expenses must be verified with original bills or receipts. Claims for transportation by personal vehicle must be a written statement of actual miles/kilometers driven.
8. Claims to CCEI for reimbursement and documentation of expenses must be submitted in the CCEI approved format.
9. CCEI generally will not reimburse board members for personal alcohol expenses which are not part of a meal.

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