



**Administrative Policy No:008
Reimbursement of Expenses and Remuneration**

1. POLICY

It shall be the policy of the Saskatchewan College of Opticians (hereinafter the College/ SCO) to reimburse the reasonable expenses of members, employees, and others that are incurred while carrying out responsibilities for and on behalf of the college.

2. KEY PRINCIPLES

All expenses incurred must have occurred on approved College business. Personal expenses will not be reimbursed. Travel expenses reimbursed by the College are not tax-deductible and cannot be used by the claimant for income tax purposes. Claimants must provide an explanation of the nature of the business along with the invoices, names, date(s), and place of the event.

Original itemized receipts must accompany all expense claims. Credit card receipts, debit card slips, and cancelled cheques are not acceptable original receipts as they do not provide sufficient details. A notation on the rear of receipts for entertainment and meal expenses incurred outside of approved meal allowances must be made, indicating the purpose of the expense and those in attendance, and be included with the itemized receipt.

3. APPROVALS AND RESPONSIBILITIES

All expense claims must be approved by the Registrar or the President. It is the claimant's responsibility to complete, sign, and properly submit completed expense claims to the Registrar or Administrative Officer within 30 days of the completion of the College business. Claimants are requested to no longer request the College administrative staff to complete travel or expense claims on their behalf, as they cannot attest to the information or its accuracy.

4. TRAVEL

Airline bookings should be made in economy/standard class. Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety, and efficiency and are the most economical option under the circumstances. Bookings can be made via the College office using the College's credit card or any payment method.

Alternatively, the claimant can submit a travel expense form with original receipts. Anyone wishing to upgrade their flights may do so, at their own expense, but should advise the Registrar or Administrative Officer of their intention and the cost of doing so. Personal travel may be combined with business travel if there is no additional cost to the College. Original receipts are required (if the purchase was made by the claimant and not the College office), which include the Passenger Boarding Pass plus one of the following items which would indicate the method of payment, the amount paid by the traveller, and the amount of taxes levied:

- For a paper ticket: customer portion of ticket identified as “Customer / Passenger Coupon” and/or “Not good for passage”;
- For an electronic ticket: Copy of the ticket confirmation.

Claimants travelling by private or personal automobile while on college business will be reimbursed at the current rate of \$ 0.5724 per kilometre (subject to change as reviewed quarterly under the Saskatchewan Government guidelines). This allowance is intended to cover the cost of fuel and vehicle maintenance. Members travelling by taxi, train, or bus, must submit the original itemized receipts with their claim.

5. TRAVEL RELATED INCIDENTALS/EXPENSES:

The following travel-related expenses are examples of acceptable expenses:

- a) Parking Costs – Original receipts must accompany the expense claim.
- b) Postage, taxi's, city buses, el trains, et al.; and
- c) Baggage fees (1 bag only).

In the event of a lost receipt, members must attach a signed statement advising the expense amount and reason for the missing receipt.

6. ACCOMMODATION:

The standard for accommodation is a single room with a private bath in a business-class hotel. Accommodation bookings can be made through the College office using the College credit card or any payment method. Alternatively, the claimant can submit an expense form with the original receipt. Individuals wishing to upgrade their accommodations may do so at their own expense; however, it will be the individual's responsibility to ensure the College is aware of the upgrade.

7. MEALS:

Meal rates in Saskatchewan incurred by members, employees, and others are reimbursed as follows:

- a) Breakfast \$20.90;
- b) Lunch \$28.75 and
- c) Supper \$47.30 for a total daily allowance of \$96.95

Receipts are not required. If a meal or meals are provided at an event, the amount of the meal or meals should be deducted from the total daily amount (c) allotted. Gratuities or incidentals are included in these meal rate calculations.

For travel outside the Saskatchewan province, meal allowances shall be 20% above the Saskatchewan meal rates as follows:

- a) Breakfast \$25.08;
- b) Lunch \$34.50 and
- c) Supper \$56.76 for a total daily allowance of \$116.34

8. FEES AND OTHER EXPENSES OR DISBURSEMENTS:

a) Remuneration is provided to Council members and any Committee members on approval of the Registrar and President for the following:

i. **Meetings:**

- **Meetings less than 4 hours: \$50.00 per hour**
- **Full-Day meeting, seminars, and conferences (>4 hours) = \$200 per day**

ii. **Preparation, research and development, investigation, discipline review, legislation/policy drafting, administrative support: \$35 per hour**

- [Enclosed SCO Time Sheet must be submitted](#)

b) Anyone appearing as a witness or on college business will also be entitled to meals, incidentals, and mileage as set out in this policy.

c) Other reasonable expenses that may be approved by the Council.

d) Expense Statements must be submitted no later than the end of each month to which they relate.

e) Expenses must be submitted on a signed and dated [SCO Expense Statement](#)

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