



CMOS – Policy on Reimbursement of Travel Expenses 2017 Version

Members of the CMOS Executive Committee and staff of the CMOS National Office shall be eligible for the reimbursement of travel expenses when required to travel on CMOS business subject to the following principles:

1. Every effort should be made to find travel expense support from other sources, that is, CMOS should be the payer of last resort. However, CMOS shall cover eligible expenses (defined below) not covered by third parties.
2. Attendance at the Council meeting, the AGM, all CMOS committee meetings and scientific sessions held in conjunction with a Congress shall be considered by default, CMOS business, and shall be covered.
3. Congresses solely hosted by CMOS shall include a line item within their budgets to cover expenses. Congresses cohosted with other organizations shall keep expenses separate from the congress budget.
4. Travel on non-Congress business shall be covered only with pre-authorization by Council.

Travel expenses for CMOS business by individuals who are not members of the CMOS Executive Committee nor staff of the CMOS National Office shall be covered only with pre-authorization by Council. (Examples include but are not limited to: national tour speaker expenses and CMOS Prize and Awards recipients).

The following shall be considered **eligible expenses**, if not covered by third parties:

1. Congress registration fees
2. Travel by public transport at economy rates and with receipts.
3. Travel by private automobile at 30% of the Canada Treasury Board (TB) rate, but only if no alternative or if cheaper than public transport.
4. Commercial accommodation at corporate or conference rate if applicable.
5. Meals not included in registration or hotel fees, with receipts up to the TB rate, and without receipts at half the TB rate.

Reimbursement will be paid following submission of an expense claim form (see Form tab) listing all claimed expenses. Receipts **must** be provided for those cases listed above. They should be numbered and listed on the form.

TB rates: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp