



Area of Focused Competence (AFC) Committee

Policy on Reimbursement of Expenses

Area of focused competence (AFC) committee meeting at Royal College Headquarters:

When an AFC committee holds a meeting at Royal College Headquarters, the following members will be reimbursed for travel and accommodation expenses per the [Royal College Travel Policy](#):

VOTING MEMBERS:

- Chair
- Chair-elect or vice-chair
- Members-at-large (5)
- Community-based representative

NON-VOTING MEMBERS:

- Chair (or representative) of the entry or related specialty committee
- Up to two AFC director representatives

Reimbursement will be for the following expenses:

TRANSPORTATION:

The Royal College will reimburse travel within North America. If you have personally paid for travel, all receipts must be attached to your expense claim. All travel is to be booked through the Royal College's Travel Management Company.

- Air: All flights will only be reimbursed to an amount not to exceed Air Canada Standard/Flex/Comfort, Westjet Econo/Econo-Flex/Premium or Porter Standard/Flexible/Freedom.
- Train: The Royal College will reimburse travel costs not to exceed Via Rail Business class fare.
- Bus: The Royal College will reimburse travel costs not to exceed a round trip bus ticket.

- Personal Car: An allowance of 56 cents per km.
- Parking, taxis and rental cars are also eligible for expense reimbursements

Royal College Travel is provided by the Encore travel management company and has enhanced features to offer greater benefits and support, including assistance in the event of an emergency situation, use of personal loyalty programs (e.g. Aeroplan, Starwood Preferred Guest etc.), use of your own credit card to accumulate points or ability to charge eligible flights directly to the Royal College and access to travel and hotel discounts exclusive to Royal College volunteers. You may contact Encore Travel at royalcollege.travel@encore.ca.

ACCOMMODATIONS:

- One hotel night per day of meeting: attach hotel receipt for reimbursement up to a maximum of \$425 per night (including all taxes and fees) (please do not include internet charges, meal/incidental charges such as food/beverage, mini-bar, movie rentals, laundry services and phone charges).

MEALS/INCIDENTALS:

- Meals/incidentals for travel day(s): this is a day where the traveler does not have an activity (official Royal College meeting) but is travelling to/from the activity location to/from the departure location. Attach all itemized receipts for reimbursement up to \$50/travel day (incl. tax).

Meals/incidentals for the day of the meeting: attach all itemized receipts for reimbursement up to \$100 (incl. tax) a day if 2 or more meals are provided by the host organization and up to \$150 (incl. tax) if less than 2 meals are provided; amounts may be pooled over length of stay.

We are not able to reimburse non-voting members (other than those identified above) for their expenses to attend specialty committee meetings.

To facilitate attendance of non-funded participants meetings held on-site at the Royal College will be organized as hybrid meeting with an option to join the meeting virtually. For meetings held off-site, virtual participation may be possible, subject to available technology and associated cost.

AFC committee meeting in association with or during annual meetings of the National Specialty Society or other organizations:

When an AFC committee holds a meeting in association with or during annual meetings of the National Specialty Society, the Royal College or the professors' group, personal expenses will not be reimbursed.

Incidental expenses

Incidental expenses incurred by the chair, chair-elect and vice-chair for such items as postage, long distance telephone calls, etc., will be reimbursed upon presentation of a statement of claim to the manager, Specialty Support, of the Specialties Unit.