

Honourarium and Travel Expense Policy

Policy Number: G-04.06.00	Next Review Date: 2028
Approved by: NSRDDA Board	Approval Date: April 28, 2026

1. Purpose

This policy sets out the principles and procedures for compensating Board members and Statutory Committee members for their time and reimbursing them for reasonable expenses incurred while conducting official business for the Regulator.

2. Scope

This policy applies to all members of the Board and of Statutory Committees of the NSRDDA.

3. Principles

The following principles apply to the compensation and reimbursement of Board and Statutory Committee members by the NSRDDA:

- Stewardship of public funds and transparency of expenditure
- Consistency in payments and reimbursement

4. Policy Statement

(a) Honouraria

4.1 Eligibility

Board members and Statutory Committee members are eligible for an honourarium when attending:

- Board meetings (in person or virtual)
- Statutory Committee meetings (in person or virtual)
- Official hearings, training, or events approved by the Regulator
- Other work as pre-approved by the Chair or Registrar

4.2 Rates

The following rates apply:

- Chair (Board, Complaints, Discipline):
 - \$900/day
 - \$450/half-day
 - \$225/quarter-day
 - \$128.57/hour
- Member (DDS, Dental Assistant, Public (Board, Board Committees or Statutory Committees):
 - \$700/day
 - \$350/half-day
 - \$175/quarter-day
 - \$100/hour

(b) Reimbursement of Travel Expenses

The following rates and/or limits will be used for reimbursement of:

Type of Expense	Rates/Limits
Airfare	• Less than 6-hour flight: lowest economy fare • Flight time of 6 hours or more: lowest business fare
Ground transportation	• Personal automobile usage: \$0.58/km up to 5000 km; after that the rate is \$0.52/km; mileage is only reimbursed when the person's primary residence is more than 80km (one way) from the location of the meeting. • Taxi/public transportation: 100% of cost incurred
Hotel	• Reimbursement not to exceed the negotiated hotel rate where applicable
Parking	• 100% of cost incurred with receipt
Meals	• With receipts only; maximum of \$150/day
Incidentals/miscellaneous	• Maximum of \$10/day

(c) Procedures for Reimbursement of Expenses

All members will be reimbursed expenses incurred up to a predetermined maximum where the member, at the request of the NSRDDA, attends a meeting/event, or the member carries out their official duties when meetings are conducted.

All claims must be submitted within 30 days after completion of the meeting or event. Claim forms must have all original receipts attached. All claims must be submitted on the currently approved NSRDDA Expense Claim Form which must be sent via email to expenseclaims@nsrdda.ca.

Expense claims will be paid by EFT or QuickBooks to the individual and not their corporation. The NSRDDA will issue T4 slips to individuals who submit expense claims for each calendar year.

Expense claims may be paid by cheque for contributors to isolated or “one-time” events/projects.

5. Monitoring and Policy Review

The Chair of the Finance, Audit and Risk (FAR) Committee will ensure that this policy is reviewed in accordance with the Board’s policy review cycle or as required by significant operational or environmental changes.

6. Accountability

The Board Chair and the Registrar are accountable for ensuring compliance with this policy.