

Travel and Entertainment Policy

Overview

The College of Dental Surgeons of Saskatchewan (CDSS) will reimburse expenses that an employee or Council member incurs as a result of pre-authorized business entertainment or travel. Those having authority to pre-authorize entertainment and travel expenses shall be the CDSS President for Councilors and Management, the Executive Director for his or her report directs and the Registrar for his or her report directs.

Employees and Council members are expected to pay all expenses of a personal nature, such as personal entertainment items, grooming and gifts, since they would normally pay for these expenses, regardless of whether they are staying home or travelling on business.

While this policy is normally limited to the Councilor or employee travelling on CDSS business, on rare occasions it may be necessary for one's spouse to accompany them. Should that be the case, the President must pre-approve the additional expense.

Travel

When travelling on business, CDSS expects travellers to select that the most economical means of transportation available to them, given the distance between one's normal place of work and the location of the meeting. Rental or personal vehicles should be used when travelling by road, and economy class seats should be selected when travelling by air. Airport shuttle services or taxis are to be used upon arrival at the destination airport for local meetings, and rental vehicles should be used for meeting locations greater than 50 kms from the destination airport. Only Mid size rental vehicles are approved.

Should a single leg of the flight exceed 5 hours, business class seats may be selected.

- Advance seat selection costs shall be reimbursed
- Parking expenses shall be reimbursed
- Note: Travel time shall be taken as time in lieu for staff while Council members shall be paid for their travel time to the nearest ¼ hour. The rate shall be based upon the current daily per diem rate and calculated by divided it by 32 (15 minute increments of an 8 hour work day)

Accommodation

We will reimburse overnight accommodation from the evening before a daytime meeting or event, and in the case of a meeting ending later in the day that prevents an attendee from safely traveling home, until the morning following the close of the meeting or event.

Meals

We will reimburse all reasonable meal expenses.