

PRINCE EDWARD ISLAND PHARMACY BOARD

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Member Organization of The National Association of Pharmacy Regulatory Authorities (NAPRA)

January 2009

P.E.I. Pharmacy Board Policy on Expense Claims

The Prince Edward Island Pharmacy Board relies heavily on the contributions of time and expertise of its members and Island Pharmacists to accomplish its goals and fulfill its mandate. While much of this time is volunteered, the Board recognizes the need to reimburse expenses incurred while performing duties of the Board and has set the following guidelines:

Expense forms must be written in ink and supported with receipts Attendance at any function must be approved prior to attendance by the Board. Mileage is set at a rate of 0.42 cents per km; meals/lodging expenses are reimbursed for functions necessitating an overnight stay; daily meal rates up to \$60 per full day (breakfast, dinner & supper); hotel rates: maximum \$150/day unless Board approves otherwise. Air fare/travel must be at the most economical rate; ground transportation may include taxi or bus transportation to and from terminal, hotel or residence. Income Replacement is set at \$200 per full day (8hrs) allowing for loss of salary or for salary replacement. Income Replacement will only be permitted when a Pharmacist or Board Member is asked to be absent from their regular employment for more than two working days annually. A written request prior to attendance must be approved for reimbursement. T4's will be issued for per diems. "Other expenses" will be reviewed upon submission and considered for approval. All expense forms shall be submitted to the Registrar.

