



# Council/Committee Member Compensation and Expenses

Governance Processes  
Policy Number: GP-8

Date of Approval	Responsible Authority	Last Revised
July 20, 2011	CMLTM Council	April 15, 2026

## Policy

Council/Committee members are eligible to be reimbursed for travel and out of pocket expenses for Council meetings, Committee meetings, and conferences related to CMLTM business (latter as approved by the Council Chair).

The Public Representatives will receive an honorarium of \$75.00 for every half day (4 hours) and \$150 for every full day of College related meetings attended.

Council/Committee members will be reimbursed for mileage, meals, travel, and other out of pocket expenses in accordance with the CMLTM expense account form.

Council/Committee members will be reimbursed for lost wages when attending CMLTM related business or education/training.

Council members will be reimbursed for their annual CMLTM registration fee to the maximum value of \$600 at the end of every year during their term.

When a Council member resigns or their term has expired, CMLTM registration fees will be applied at the time of their next renewal.

Council/Committee member expense claims will be approved by the Registrar/CEO or Treasurer/Council Chair. Expense claims covered by external organizations will not be eligible.

## Revision History

- January 21, 2015
- March 16, 2016
- June 1, 2019
- October 22, 2022
- February 25, 2026
- April 15, 2026





## COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

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### POLICY AND PROCEDURE

The College of Medical Laboratory Technologists of Manitoba (CMLTM) reimburses expenses incurred while conducting College business in accordance with this policy. This includes attending meetings and representing the CMLTM.

This travel policy shall apply to the Council, Committee members, working group members, Registrar/CEO, and CMLTM Staff.

### POLICY

1. Council, Committees, and staff will be reimbursed for **previously approved expenses** while attending and/or traveling on CMLTM business.
2. All travel must be approved by CMLTM through the Registrar/CEO or Council **prior** to the event if the organization is to be billed for the expenses or is expected to reimburse the expenses.
3. Hotel accommodation must be made at the most reasonable rate, either through the CMLTM office, or with the approval of CMLTM. Additional persons sharing the traveler's room are the responsibility of the traveler.
4. CMLTM is not responsible for any costs incurred by additional people accompanying a funded participant.
5. Reimbursement will be made for room and taxes. Incidental expenses such as in-room movies, mini bar charges, laundry, or additional cleaning services will not be reimbursed. Hotel receipts must accompany any request for reimbursement.
6. Travelers are expected to take the least expensive flight available, within reason and considering baggage fees and airline cancellation policies. Travelers may make their own arrangements but are expected to consult with the CMLTM office.
7. CMLTM will reimburse up to the standard cost for one piece of checked luggage per flight, accompanied by receipt.
8. A person who wishes to cancel travel for which CMLTM purchased an airline ticket must contact the CMLTM office before cancellation.
9. Automobile transportation reimbursement will be issued at the Canada Revenue Agency mileage rate for Manitoba, to be reassessed annually (April 1). Mileage will be reimbursed only if equal to or less than the cost of a flight.
10. Where possible, funded travelers are encouraged to use airport shuttle services. If more than one person is to be traveling at the same time, travelers are encouraged to ride share.



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11. Automobile rental is reimbursable only if such expense is approximately equal to or less than public transportation charges for the entire travel period or is required due to meeting/conference location. This may be the least expensive alternative when the automobile is to be shared by a number of people. To be reimbursable, rentals must be preapproved by the CMLTM office. Whenever possible, rental cars should be returned with a full tank of gas.
12. Mileage at the CMLTM reimbursement rate will be paid to and from home and the airport. Parking expenses for the days of CMLTM meetings will be reimbursed if required. Receipts must accompany any request for reimbursement.
13. Three meals per day will be provided or reimbursed at the [Canada Revenue Agency rate](#) to be reassessed annually (April 1). The meal per diem will only apply on the travel/meeting days as designated by the CMLTM office. Additional meal reimbursement is not provided if the meals are included as part of the meeting/event. Receipts are not required for meal per diem.
14. Reasonable tips (15%) for luggage service, transportation providers, food servers, etc., are reimbursable. Reimbursement is not provided for maid service tips.
15. Internet access charges at hotels/in flight are reimbursable if required for work-related purposes. Receipts are required.
16. Requests for reimbursement of telephone calls made related to CMLTM business must be accompanied by an itemized listing of the purpose of the call and the time of the call. Direct long-distance calls to the CMLTM office should be made using the toll-free line. Teleconference participation is generally arranged through a toll-free teleconference system. Unless pre-approved by the Registrar/CEO, charges related to cell phone minute and/or data plan limitations are the responsibility of the Council/Committee/staff member.
17. Extraordinary and unforeseen expenses occur while on approved CMLTM business; a brief explanation must be submitted along with appropriate receipts. If you are in doubt about the acceptability of any expense item, please consult the Registrar/CEO.
18. Request for reimbursement must be accompanied by a CMLTM Request for Reimbursement of Travel Expenses form. Receipts for meals, hotel, ground transportation, rental cars and parking must be provided, or the expenses may not be reimbursed.
19. Requests for reimbursement should be made as soon as possible, ideally within 30 days of the time when the expenses were incurred.
20. Reimbursement will be made by CMLTM as soon as possible, but in all cases within 30 days after the request is received.