

## Patient Partner Expense Claim and Honorarium

At BC Renal, we recognize the contributions you make as a patient partner. This can include a range of “engagement opportunities” - any process, event or committee meeting where you are invited to share your experiences and perspectives for kidney care improvement. For example:

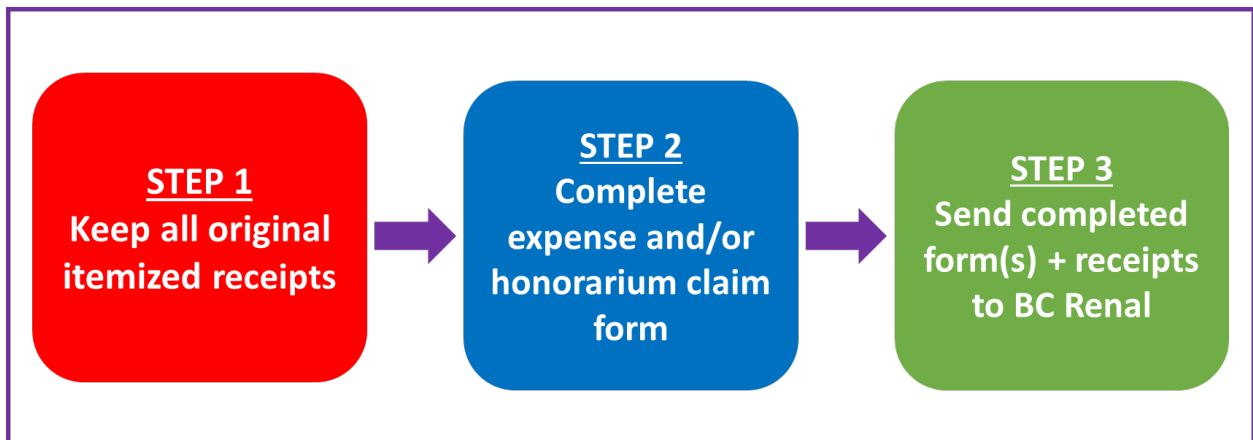
- Interviews
- Focus groups
- Workshops
- Attending provincial committee meetings
- Helping to assess dialysis equipment or supplies
- Speaking at a BC Renal event (e.g. BC Kidney Days)

To support your participation and show our appreciation, we cover your basic expenses and offer you an honorarium

This document contains key information for:

- 1) making an expense claim
- 2) receiving an honorarium

✓ ***How do I claim my expenses and honorarium?***



✓ ***What can I claim?***

**1) EXPENSES**

You can claim your travel and other basic expenses for your participation as follows:

**Travel** (between your residence and the location of the meeting)

***Ground Transportation & Ferry***

If you travel to a meeting by public transit, e.g. buses, taxis, train and ferry, you can claim the fees.

***Mileage & Parking***

If you use your own vehicle, the standard rate is \$0.70 per km. You can claim the parking fee from the meeting location.

***Air Travel***

- Air travel should be booked at the most economical rates (i.e. regular economy class) when possible, regardless of frequent flyer program memberships.
- You will not be reimbursed or otherwise compensated if you choose to use mileage points to travel to a meeting.
- If necessary, you can claim the fees for one piece of check-in baggage with proof of payment.
- You are responsible for additional costs (e.g. seat selection, change fees or cancellation) related to any additions or changes to a ticket for personal reasons.

**Accommodation**

- For events such as conferences (e.g. BC Kidney Days), accommodation should be arranged through BC Renal to obtain the most economical rates. For other activities, a BC Renal staff will provide the detailed information. If you have questions about accommodation, don't hesitate to ask.
- The addition of one guest to a standard room may be accommodated without any extra charge. Addition of two or more guests is not covered.

- Incidental charges (e.g. telephone, mini-bar, laundry, entertainment or other services) are not covered.
- When you have arranged out of town accommodation with a relative or friend while traveling to a BC Renal meeting, an allowance of \$30 per night will be paid.

### **Meals**

- Meals are typically pre-arranged by event organizers. When no pre-arranged meals are provided during out of town travel to a meeting, you can claim per diems as follows:

<b>Meal Period</b>	<b>Meal Allowance</b> (including GST/HST and gratuities)
Breakfast (depart before, or return after 7 a.m.)	\$14
Lunch (depart before 12 noon, or return after 1 p.m.)	\$17
Dinner (depart before 6 p.m., or return after 7 p.m.)	\$29
Total (daily maximum)	\$60

- Alcoholic beverages are NOT eligible. Please place any alcohol consumed on a separate bill.

### **Insurance**

Travel insurance is NOT covered. Any lost or damaged luggage during travel is NOT covered.

## **2) HONORARIUM**

An honorarium is provided for:

- Attendance at meetings, focus groups and other activities: \$25/hour up to a maximum of \$200/day (time includes both travel and meeting time); specific rate may be subject to change
- Invited speakers at BC Kidney Days or other occasions: the amount will vary by event and will be confirmed by the event planner in advance

An honorarium is NOT provided for:

- Attendance at educational/learning opportunities (unless otherwise indicated; e.g. for speakers at BC Kidney Days, KCC Education Series)

*Note:* Honorariums are considered taxable income by the Canada Revenue Agency (CRA). If the total honorarium you receive from us exceeds \$500 in a calendar year, a tax certificate (T4A Slip) will be issued (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/rtrns/t4a/slps/whn-eng.html#rprtd>). Receiving an honorarium may also affect your disability and/or any other benefits. If you have any question about taxes, disability benefits and pensions, please seek professional advice from a tax or pension specialist.

If you are involved in more than one engagement opportunity (e.g. committee, workshop or other event/activity), please submit your claims separately, ideally soon after the prompt for claim (for committees/ working groups only) or immediately after the event has occurred.

If you have any extraordinary financial circumstances that prevent you from participation, please discuss with Helen Chiu ([hchiu@bcrenal.ca](mailto:hchiu@bcrenal.ca); 604-802-8400) for other support options.

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