



Nova Scotia  
Pharmacy  
Regulator

# **Expense Reimbursement & Honorarium Policy**

January 2026

## PURPOSE

This policy is designed to assist the Board and committee members and working groups (“members”) of the Nova Scotia Pharmacy Regulator (NSPR) in reporting expenses incurred while conducting NSPR business activities.

## GENERAL GUIDELINES

- The NSPR expects that members act responsibly and professionally when incurring and submitting costs.
- The NSPR will reimburse members for reasonable expenses, including those associated with travel, accommodation, meals, and incidentals.
- All expense claims must be submitted on the NSPR Expense/Honorarium Claim Form.
- Original receipts are required for reimbursement of expenses. Receipts must be attached to the completed NSPR Expense/Honorarium Claim Form. In the case of lost receipts, members are to contact the Regulator for guidance.
- All claims must be submitted within 30 days to the NSPR office.

## TRAVEL

- Travel by automobile will be reimbursed using the current Nova Scotia government rates.
- If a car rental is required, members are expected to rent reasonably sized vehicles.
- The maximum allowable expense for air transportation is return economy airfare.
- Members are expected to book flights in advance whenever possible (at least 14 days in advance of flying) to take advantage of optimal fares.
- Taxi fares and parking costs while attending meetings will be reimbursed. Parking violation expenses will not be reimbursed.
- Receipts are not required for parking meter or bridge toll expenses.
- Members are encouraged to exercise due diligence by considering options for travel as appropriate (e.g. expense for mileage, rent a car, fly).

## ACCOMMODATION

- Members will be reimbursed for reasonable hotel accommodations.
- Members are expected to take advantage of preferred hotels, with corporate rates, wherever possible.
- Members will be entitled to a per diem rate of \$50/day when accessing private accommodations (receipt not required).

## MEALS AND INCIDENTALS

- Members will be reimbursed for all reasonable and justifiable costs incurred for meals and incidentals.

## HONORARIUM

- Members are entitled to honorariums for meeting attendance (includes attendance, preparation, and travel time). The amount of honorarium will vary based on the meeting/committee purpose as follows:
  - Board Meetings - \$400 per meeting (includes meeting, preparation, and travel time),
  - Executive, Governance, and Audit committees - \$250 per meeting (includes meeting, preparation, and travel time),
  - Equity Diversity and Inclusion Advisory Committee - \$250 per meeting (includes meeting, preparation, and travel time).
- All other committee meetings are entitled to honorariums based on the time commitment for the specific meeting as follows:

Time Category (includes meeting, preparation, and travel time)	Qualifying Honorarium Amount
0 to <3 hours	\$150
3 to <10 hours	\$250
10 hours+	\$400
Special Circumstances	Members can claim additional amounts as described below

- At each meeting, the Committee Chair/Board Chair will advise members of the time category and honorarium that applies for that meeting, in consideration of the time commitment to attend and reasonably prepare for the meeting.
- Following each meeting the Committee Chair/Board Chair of the meeting will report to the Director of Finance and Administration a list of the members in attendance and the time category for the meeting. Honorarium payments will be made based on this report.
  - Honorarium payments for Committees will be made based on this report.

- Honorarium payments for Board meetings will be made based on both this report and the member's completion of the meeting evaluation, and the annual evaluation if applicable.
  - If the applicable evaluations are not completed within the timeframe set out in the Board *Self-Evaluation Policy*, then the member will be ineligible for receipt of an honorarium for the applicable meeting, unless an exception is granted by the Board Chair.
- If a member's time commitment (meeting time, preparation, and travel time) exceeds that established by the Chair for that meeting, the member can submit for an additional honorarium to the Committee Chair (or Chair in the case of a Board meeting) based on the time categories above for the total time incurred. The additional amount must be submitted on an NSPR Expense/Honorarium form and will be forwarded to the Director of Finance and Administration.
- If the claim is made by the Board Chair, submission is made to the Vice Chair who then forwards it to the Director of Finance and Administration.
- If additional honorariums are requested, the additional amounts must be submitted on an NSPR Expense/Honorarium Claim Form for payment.
- The Board Chair is entitled to a yearly honorarium of \$5,000 in recognition of the higher level of responsibility and accountability of the role. This does not preclude the Board Chair receiving additional honorariums related to participation in other Regulator-related activities. In the event of significant unusual governance requirements, the Board Chair is eligible to claim for additional time. This is based on the cumulative time spent each month participating in these meetings in accordance with the applicable time category noted above. For example, when a public health emergency or state of emergency significantly impacts the responsibilities of the NSPR.
- If a member is asked to represent the NSPR at a meeting or conference, the member may submit an honorarium request as per time categories above.

## INCOME REPLACEMENT

- Board and statutory committee meetings are scheduled well in advance of the meeting dates and therefore members are expected to arrange their schedules accordingly.
- Despite this, there may be exceptional circumstances where a member will experience an actual loss of income to attend a critical meeting (for example, a discipline hearing) and the member may apply for recovery of lost income in advance of the meeting.
- The Board Chair will address the application, taking into consideration the circumstances involved, or in the case where the Board Chair is involved, the matter will be addressed by the Vice Chair or another member of the Executive Committee.

## **T4A – CRA REQUIREMENTS**

The NSPR is required to provide T4A's if a member's annual honorarium is over \$500.

Approved: June 25, 2025

Amended: November 26, 2025, effective January 01, 2026