

 UCN COUNCIL OF ELDERS Policy & Procedures	# Pages: 1	Policy Reference: CE-01-04
	Approved by: UCN Council of Elders	
Section: COUNCIL OF ELDERS	Effective Date: February 24, 2016	
Title: HONORARIA AND TRAVEL EXPENSES	Reviewed: September 8, 2016	
	Replaces: *NEW*	

1. Preamble

The Council of Elders of the University College of the North is established by the University College of the North Act (C.C.S.M. c. U55).

Council of Elders attend their regular schedule of council meetings and are invited to participate on a number of tri-council standing committees.

2. Travel Expenses

Council of Elders members may be remunerated for travel costs associated with meetings of the Council of Elders, tri-council (including standing committees) and events.

3. Honoraria

According to the UCN Act, members of the Council of Elders shall be paid an honorarium in the amount of one hundred and fifty dollars (\$150.00) for each [Council of Elders] meeting attended. Members also receive honoraria where they are attending a tri-council standing committee meetings or institution event. The Council of Elders collectively agreed that members be paid \$75.00 where a meeting lasts up to ½ day (maximum) and requires no travel out of the home community; \$150.00 for meetings lasting up to ½ day which require travel out of the home community and \$150.00 for meetings lasting a full day.

4. Remuneration Process – Travel Expenses

According to the UCN Act, members of the Council of Elders will be reimbursed for their expenses incurred in discharging their duties. Reimbursements of expenses will be based within the expense guidelines of the UCN.

Where a member has requested direct deposit, the cheque will be direct deposited in advance of the meeting. When the member receives reimbursement via cheque, the cheque will be presented at the meeting.

5. Remuneration Process – Honoraria

Members of the Council of Elders receive honoraria as per item 3 of this policy by cheque which is direct deposited on the day of the meeting for which they are being paid the honoraria. Members, who receive payment by cheque, will receive the payment on the day of the meeting or event. **Please note:** Members who do not attend the meeting or event are not eligible to receive an honoraria.