



CONSTITUENCY MEMBER HONORARIUM & EXPENSE CLAIM – JANUARY 1, 2024

Submit Promptly. Not Payable after 6 months from meeting date.

MEMBER & MEETING INFORMATION – <i>Mandatory for Payment and Audit Purposes</i>		Constituency Meeting <input type="checkbox"/>
Member Name:	OMA #:	If NO, please use <u>Member Honorarium & Expense Form</u>
Meeting Date: Month: Day: Year:	Start Time: a.m./p.m.	End Time: a.m./p.m.
If meeting was 2 days, please enter start and end times for second day	Start Time: a.m./p.m.	End Time: a.m./p.m.
Group or Meeting Name: <i>Complete a separate form for each meeting</i>		
Meeting Location: <input type="checkbox"/> OMA Office (150 Bloor Street West) Or (specify):		
Role: <input type="checkbox"/> Constituency Member <input type="checkbox"/> Designated Officer <input type="checkbox"/> Guest <input type="checkbox"/> Other (specify capacity/role or reason for attendance):		
Signature:		OMA Meeting Staff Contact:

HONORARIUM <i>Please round time to the nearest half-hour – e.g. 1.5</i> <i>For more information, see over - item #1</i>				OMA Finance use only Meeting ID#	
Type of Honorarium	Time	Rate <i>see table on reverse</i>	Claimed	Paid	Reason for changes
Meeting	# hours				
Teleconference	# hours				
Travel	# hours				
HONORARIUM CLAIMED			\$		

EXPENSES <i>Provide detailed receipts (not just credit card slips) to support all expenses in excess of \$25. For more information, see over - item #2</i>				OMA Finance use only Form #	
Type of Expense			Claimed	Paid	Reason for changes
Air / Bus / Train / Flight Pass (<i>please circle mode</i>) Not to exceed Air Canada Economy - Flex class air-fare / Via Rail Economy-Plus train fare					
Automobile	# kms	@ 0.64/km			
Parking					
Taxi					
Hotel (<i>not to exceed OMA negotiated rates</i>)		# night(s)			
Meals					
Others (<i>please specify, e.g. Caregiving – see over point #4 under 2C</i>)					
EXPENSES CLAIMED			\$		

TOTAL HONORARIUM & EXPENSES	\$		
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DONATION/REDIRECTION REQUEST	(Please specify amounts)
Ontario Medical Foundation / Ontario Medical Student Bursary Fund: <input type="checkbox"/> Honoraria & Expenses <input type="checkbox"/> Honoraria Only <input type="checkbox"/> Other Amount \$	
<i>A Charitable Donation Receipt for tax purposes will be issued annually for donations to OMF and OMSBF</i>	
Re-direct to your unit's discretionary account: <input type="checkbox"/> Honoraria & Expenses <input type="checkbox"/> Honoraria Only <input type="checkbox"/> Other Amount \$	

To Submit this form:

- By Email – sign, scan form & receipts and email to: MemberHonoraria@oma.org
- By Fax – sign, include receipts and Fax to: Fax: 416-599-9309
- By Post – sign, attach receipts, and return to: Ontario Medical Association, Finance, Member Claims, 150 Bloor St. West, Suite 900, Toronto, ON M5S 3C1

To receive payment by Direct Deposit / EFT, please access and complete the required documentation available at <https://www.oma.org/member/your-association/about-oma/financial-matters-and-expense-claims/> and return to OMA at address above.

Payment will be sent to the preferred address on file for you at the OMA.
To verify that your address is current, call OMA Membership at 1.800.268.7215 ext 2987 or 416.340.2987

January 18, 2024

Honorarium and out-of-pocket expenses may when participating in Constituency meetings as per the Financial Policy Constituency Funding – <https://www.oma.org/uploadedfiles/oma/media/member/membermappedpdfs/your-association/2022-financial-policy-constituency-groups-funding.pdf>

Each member under 70 years of age whose expenses are normally paid by the Association is automatically covered by a \$400,000 Accidental Death and Dismemberment policy while on OMA business.

1. HONORARIUM

A. Rates for Meeting, Teleconference, and Travel Honorarium:

OMA Honorarium Basic Rates	Meeting Attendance	Teleconference	Travel
Days Served since January 1	Hourly Rate	Hourly Rate	Hourly Rate
Up to 15	134.00	134.00	134.00
15.5 to 25	164.00	164.00	164.00
More than 25	188.00	188.00	188.00

B. Honorarium for Meetings: .

- Members will be paid at the highest tier for all days served during the calendar year, retroactively if necessary.
- A designated officer may be paid a 25% premium for meetings or teleconferences attended. This is in recognition of the anticipated additional work effort required to plan for and to conduct the meeting. When exercised, this 25% premium would consume additional entitlements. Only one officer per meeting/teleconference would be eligible. The eligibility would be determined by the Executive/Leadership. The designated officer must be identified when submitting draft minutes.
- Meeting and travel duration are calculated on an hourly rate rounded to the nearest half hour.

C. Honorarium for Travel:

- Travel honorarium is payable in half-hour increments, at the same hourly rate as meeting time, for time spent travelling to and from an eligible meeting for any round trip of one-half hour or more (see table).
- Eligible travel time starts when the member leaves his/her home or office and ends when he/she returns (excluding the time spent in eligible meetings). Travel honorarium is not payable for time spent on personal activity of any nature. Members must schedule their travel as close in time as reasonably possible to the start and end of the meeting.
- If a member chooses other than the most efficient means of travel, travel honorarium will be paid as an allowance reflecting normal travel time by the most efficient means for that trip.

2. OUT-OF-POCKET EXPENSES

A. Hotel Accommodation: Limited to the most cost effective accommodation within a reasonable distance from the meeting location unless otherwise coordinated by OMA Staff. This information will be updated as it becomes available.

- When a meeting is held in a hotel, members who stay in the meeting hotel will be reimbursed up to the negotiated OMA rate for that hotel.
- A taxable allowance of \$100 per night may be claimed as a guest in a private home in lieu of hotel.

B. Meal Allowance:

- Reasonable cost of meals required during the member's absence from home. Maximum daily expense is \$100 including gratuity and taxes.

C. Personal Expenses:

- Not responsible for expenses of spouses, except where specifically allowed in the Financial Policy Constituency Funding.
- Not responsible for entertainment and other items of a personal nature such as laundry, personal telephone calls, in-room and bar charges (including in-room bar). Please omit these items from your claim or indicate your reason for considering them an OMA responsibility.
- Essential laundry and pressing may be claimed if 3 or more consecutive days of business are required without the opportunity to return home.
- Caregiving taxable allowance: Maximum reimbursable amounts are based on the Ontario minimum wage.

3. NOTES - Claim Submission Deadlines, Cancelled Meetings and Issuing T4 for tax returns:

- Claims for reimbursement of expenses and honorarium will be honoured if received no later than 6 months from the date of the meeting.
- Claims for meeting honoraria will be honoured when a scheduled meeting has been cancelled provided the cancellation was beyond the member's control and the member incurred financial loss beyond his/her capacity to mitigate.
- T4's for honoraria will be issued annually and withholding taxes will be based on the basic personal amount unless a TD1 form has been completed. TD1 forms can be printed from the following Canada Revenue Agency website <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1/td1-24e.pdf> and <https://www.canada.ca/content/dam/cra-arc/formspubs/pbg/td1on/td1on-24e.pdf>