

## MEMBER HONORARIUM & EXPENSE CLAIM – JANUARY 1, 2024

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

<b>MEMBER &amp; MEETING INFORMATION – <i>Mandatory for Payment and Audit Purposes</i></b>			
<b>Member Name:</b>			<b>OMA #:</b>
<b>Meeting Date:</b> <i>Month:</i> <i>Day:</i> <i>Year:</i>	<b>Start Time:</b>		<b>End Time:</b>
	a.m./p.m.	a.m./p.m.	
If meeting was 2 days, please enter start and end times for second day		<b>Start Time:</b>	<b>End Time:</b>
	a.m./p.m.	a.m./p.m.	
<b>Group or Meeting Name:</b> <i>Complete a separate form for each meeting</i>			
<b>Meeting Location:</b> <input type="checkbox"/> OMA Office (150 Bloor Street West) or (specify):			
<b>Role:</b> <input type="checkbox"/> Chair <input type="checkbox"/> Group Member <input type="checkbox"/> Other (specify capacity/role or reason for attendance):			
<b>Signature:</b>		<b>OMA Meeting Staff Contact:</b>	

<b>HONORARIUM</b> <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 <small>see table on reverse</small>	Claimed	Paid	Reason for changes
Meeting	#        hours				
Meeting	#        half-days				
Teleconference	#        hours				
Travel	#        hours				
<b>HONORARIUM CLAIMED</b>			\$		

<b>EXPENSES</b> <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 <small>Air Canada Economy - Flex class air-fare / Via Rail Economy-Plus train fare</small>					
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> )					
<b>EXPENSES CLAIMED</b>			\$		

<b>TOTAL HONORARIUM &amp; EXPENSES</b>	\$		
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<b>DONATION/REDIRECTION REQUEST</b>		(Please specify amounts)
<b>Ontario Medical Foundation / Ontario Medical Student Bursary Fund:</b> <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>		
<b>Re-direct to your unit's discretionary account:</b> <input type="checkbox"/> Honoraria & Expenses <input type="checkbox"/> Honoraria Only <input type="checkbox"/> Other Amount \$		

- To Submit this form:**
1. By Email – sign, scan form & receipts and email to:    [MemberHonoraria@oma.org](mailto:MemberHonoraria@oma.org)
  2. By Fax – sign, include receipts and Fax to:                      Fax: 416-599-9309
  3. 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

Honorarium and out-of-pocket expenses may be claimed by members participating in OMA related business meetings per the Financial Matters Policy summarized below:

- OMA Board of Directors
- CMA Council: Delegates appointed by the Board
- Committees, Subcommittees, Task Forces and Working Groups: established according to policy and subject to funding.
- Others: meetings in which members take part on the request of, and are responsible to the Board of Directors.

For detailed meeting specifics please refer to complete Financial Matters Policy – <https://www.oma.org/member/your-association/about-oma/financial-matters-and-expense-claims/>

- 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 Days Served since January 1	Meeting Attendance (Hourly rate only used for meetings up to 2 hours)		Teleconference	Travel
	Hourly Rate	Half-Day Rate	Hourly Rate	Hourly Rate
Up to 15	134.00	467.50	134.00	134.00
15.5 to 25	164.00	572.50	164.00	164.00
More than 25	188.00	657.50	188.00	188.00

### B. Honorarium for Meetings:

Meeting duration	Basis for honorarium
0.5 to 2.0 hours	Hourly
2.5 to 4.5 hours	1 Half-day
5.0 to 9.5 hours	1 Full day
More than 9.5 hours (on same calendar day)	3 Half-days
Teleconferences and travel are calculated on an hourly rate rounded to the nearest half hour	

- Members will be paid at the highest tier for all days served during the calendar year, retroactively if necessary.
- Members of designated bodies and Committee chairs will be paid a premium rate of 25% for meetings of the designated body to reflect time spent outside formal meetings which would not otherwise be paid.

### 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.
- An 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 \$90 including gratuity and taxes.

C. **Personal Expenses:**

- Not responsible for expenses of spouses, except where specifically allowed in the Financial Policy.
- 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 reimbursement: Maximum reimbursable amount will be \$99 for each half day of meeting time and \$162 for each full day of meeting time.

## 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>