

Northern Healthy Communities Partnership

Financial Guidelines



Goods and Purchased Services

For promotional items, gifts, speakers fees, graphic artists, photographers, and other goods and services.

1. The Action Team is to coordinate the details of all goods and services. This includes researching prices and availability. For larger purchases, a quote should be obtained from more than one source and the choice of provider made based on cost and appropriateness for the project.
2. Once the details are decided, the Action Team chair is to notify the PHU NHCP Coordinator of the details of the transaction.
3. The PHU NHCP Coordinator will confirm the order and arrange payment through purchase order.
4. Once goods or services and an invoice are received, the PHU NHCP Coordinator will complete payment.

Honorariums and Reimbursements

For guests, elders and youth. Reimbursements are not provided to NHCP members for Action Team work.

Honorariums

1. Action Teams are to coordinate all details with the individual to be paid.
2. Once details are finalized, the Action Team chair is to communicate the details to the PHU NHCP Coordinator.
3. The amount of honorarium will be \$100 per day, or \$50 per half day if less than a full day, or \$15 per hour if less than 3 hours
4. The action team chair must have the individual complete an NHCP Invoice for Purchased Services (see appendix).
 - a) If payment is required the day of the event, the PHU NHCP Coordinator must be contacted at least one month prior with the name of the individual and brief description of the reason for honorarium. The invoice would then be completed the day of the event, with both individuals and the NHCP Action Team representative at the event signing the invoice. The invoice must be submitted to the PHU NHCP Coordinator as proof of services received.
 - b) If payment is not required the day of the event, the invoice may be completed and submitted to the PHU NHCP Coordinator. Payment will be received within three weeks of invoice submission.

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Transportation

1. Mileage for travel in a personal vehicle will be reimbursed at a rate of 45 cents/km (as of October 2015, updated annually according to current rates for health region board travel).
2. Public Transportation (bus or taxi) will be reimbursed for actual expenditures with receipts.
3. Flights if required will be booked and paid for by the NHCP.

Meals

Meals, if not provided, will be reimbursed at the following rates:

- Breakfast \$ 8.00
- Lunch \$ 14.00
- Supper \$ 19.00

Accommodation

1. Hotels if required will be booked and paid for by the PHU NHCP Coordinator.
2. The PHU NHCP Coordinator must be given the names and dates for the accommodations at **least one week** prior to the stay.
3. An accommodation allowance of up to \$25.00 per night may be claimed if the person collecting the honorarium stays in a private residence.

Organizational Reimbursement

If an NHCP partner organization is arranging for the travel of individual, and

- a) The organization has a policy of reimbursement at higher rates that they would like met; or
- b) The organization would like an individual to be paid up front who has not been arranged for prepayment ;

then the NHCP partner may pay the individual and invoice the NHCP, by following the process below.

1. The Action Team chair will notify the NHCP Coordinator of the costs to be paid for by the organization.
2. The NHCP coordinator will send a summary of items and amounts that may be invoiced (see appendix).
3. The NHCP partner organization will pay the individual and invoice the NHCP for no more than the amounts identified on the summary.

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Gifts and Prizes

1. Gifts and promotional items for events are allowed at the maximum cost of either:
 - a. \$50 per speaker, elder or special guest
 - Or
 - b. 5% of the total budget

Geographic Eligibility

1. NHCP funding is to be spent on communities within the north. If there is a question regarding eligibility of an expense it should be taken to the Core Group.
2. At times specific funding may have guidelines other than the funding of NHCP. This will be outlined to the Action Teams and plans can be made accordingly.

Northern Healthy Communities Partnership Authorization of Expenses to be Reimbursed



(Name and Date of Event)

Reimbursement for:

(Name of organization) may invoice NHCP for the following as per the NHCP financial guidelines:

TOTAL	

NHCP Coordinator

Date