

**TEMISKAMING HOSPITAL****POLICY****ADM-G-14-06****SUBJECT MATTER: STAFF TRAVEL AND ASSOCIATED EXPENSES****EFFECTIVE DATE:** April 2014**REVIEWED:** Annually**PREVIOUS POLICY:** ADM-G-90-6, ADM-G-96-, ADM-G-01-05, ADM-G-03-02; ADM-G-05-04; ADM-G-07-05, ADM-G-07-17, ADM-G-08-03, ADM-G-11-02, ADM-G-13-27**DISTRIBUTION:** Intranet**REFERENCES:** OHA Hospital Expense Policy Guidelines; HIROC Finance Module**STATEMENT OF POLICY:**

The Hospital will reimburse pre-approved out-of-pocket travel expenses of Professional Staff and employees who may from time to time travel in the service of the Hospital or to attend training approved by the President and Chief Executive Officer. The hospital expects discretion to be applied with any expense incurred and reserves the right to limit reimbursement to reasonable costs.

**APPROVAL**

Prior approval must be obtained from the President and Chief Executive Officer.

Expenses will be authorized as follows:

- a. Registration Fee
- b. Accommodations:

All accommodations are to be made in a standard quality hotel room in a location that is convenient to the event being held. A detailed copy of the hotel bill must be attached to the expense report. When accompanied by a companion(s), the claimant must determine the added cost of extra occupancy and make an appropriate reduction on the hotel bill submitted for reimbursement.

When necessary, accommodations will be reimbursed where travel schedules are not suitable or for some reason are interrupted, or when weather conditions delay traveling. Additional accommodations may be granted for meetings that end at 1430 hours or later held in centers over 350 kilometers.

If staying with friends or relatives, an allowance of \$50.00 per day will be paid.

- c. Meals

A maximum meal allowance based on rates to be determined and published regularly will be paid for meals required to be taken while traveling. Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. No reimbursement shall be made for breakfast the day of departure from home, or dinner if the trip terminated at home before 1900 hours, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.

Claims for meals other than those of the claimant, or for group meals, must show names, titles and particulars of the Hospital's responsibility. The highest ranking member of staff should pay for the meal expenditures and submit the claim.

**Maximum Allowance Guidelines**

Breakfast \$11.00

Lunch \$13.00

Dinner \$31.00

Total - daily \$55.00

An additional 15 per cent (maximum) for tips is allowed (must show on receipt)

Employees have the flexibility to spend in excess of the meal daily limit as long as the daily maximum is not

exceeded.

d. Alcohol

Costs incurred for alcoholic beverages are not reimbursable and claimants must request a separate invoice when having alcohol with their meals. However, under certain circumstances such as special events or meals (business and/or travel), alcohol may be approved by the Chief Executive Officer or Board Chair. The approving individual will place explicit limitations on the amount that may be reimbursed for alcohol-related expenses. The invoice detailing the alcoholic purchase must be initialed by the individual approving the expense.

e. Transportation:

The mode of transportation chosen should be that which enables attendance to Hospital business or training with the least cost to the Hospital consistent with the least amount of interruption to regular business and personal schedules. Travel should be approved in advance by the President and Chief Executive Officer. Where a number of staff members are attending the same function, shared travel should be considered and required where possible. Travel with others (i.e. spouse or companion(s)), including meals and cancellation fees, are not covered.

Travel by vehicle - Reimbursement will be at the kilometric rate specified by the Hospital or the prescribed rate in the Collective Agreements. Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The hospital will not reimburse costs of collision and liability coverage. The hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for hospital business. Those driving a personal vehicle on hospital business cannot make claims to the hospital for damages as a result of a collision.

If a personal vehicle is used when air, bus or train travel is the better mode, only the lesser of the equivalent of return air, bus or train fare must be claimed, plus the usual costs of local transit.

When two or more staff travel by car the foregoing may be waived and auto allowance paid at the applicable rate.

Travel by air/train/bus – Wherever possible, travel arrangements should be made in advance to ensure availability of economy class seats and the best price.

Travel by air – Staff may travel by air for trips that are beyond reasonable driving distance. Prior approval for all travel by air must be obtained and documented in writing. Arrangements must be coordinated through the Executive Assistant at extension 2220. The following guidelines should be followed in order to obtain the best price:

- Economy class will be paid by the hospital. Any upgrades would be the responsibility of the staff member.
- Every effort should be made to book in advance to take advantage of discounted fares and to obtain the lowest fares compatible with necessary travel arrangements.

f. Travel Time:

An allowance of up to 1-1/2 travel days for distances over 350 kilometers one way may be granted, where this travel time does not fall on scheduled time off.

g. Miscellaneous:

Telephone: Reimbursement will be made for reasonable costs for necessary personal calls for each night away.

Tips: Reasonable and necessary gratuities for service attendances and portage are reimbursable and should be documented on the expense report.

Taxi Fares: Taxi or transportation services required in the course of Hospital business.

Parking: When incurred on Hospital business and automobile expenses are allowed.

Entertainment: Charges for entertainment are not reimbursed.

## h. Local Travel:

Staff may be reimbursed by the Hospital at the kilometric rate in effect for use of personal automobile while on Hospital business. Employees on call or stand-by will be allowed automobile allowance at the rate in effect or taxi fare within the Tri-Town area as outlined in their Collective Agreement or Employee Manual.

**EXPENSE CLAIMS**

The travel expense form with receipts attached must be submitted within 10 business days.

**RECEIPTS**

Original, itemized receipts for hotel accommodation, meals, air/train/bus travel, telephone, taxi fares, parking must be attached to the expense form.

**AUTHORIZATION**

The travel expense form requires the approval of the President and Chief Executive Officer.

**Board of Directors**

April 2014

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Ms. Margaret Beatty