

TEMISKAMING HOSPITAL

POLICY

GOV-14-04

SUBJECT MATTER: BOARD TRAVEL AND ASSOCIATED EXPENSES

EFFECTIVE DATE: January 2014

REVIEWED: Annually

PREVIOUS POLICY: ADM-G-96-17, ADM-G-98-12, ADM-G-00-03, ADM-G-01-06, ADM-G-03-03, GOV-06-01, GOV-08-01, GOV-08-02, GOV-11-04, GOV-13-01

DISTRIBUTION: Board of Directors

REFERENCES: OHA Hospital Expense Policy Guidelines

STATEMENT OF POLICY:

GENERAL

The Hospital assumes the reasonable out-of-pocket travel expense of the Board of Directors of the Hospital who may from time to time be required to travel in the service of the Hospital. Travel of others (i.e. spouse), including meals and cancellation fees, are not covered and must be paid for by the trustee.

APPROVAL

Prior approval must be obtained from the Board Chair or Chief Executive Officer. The approver will forward the information to the Executive Assistant who will make arrangements for registration and reservations.

HOTEL ACCOMMODATION

Necessary hotel accommodation will be reimbursed. When necessary, an extra day or days will be reimbursed where travel schedules are not suitable or for some reason are interrupted, or when weather conditions delay traveling by automobile.

ACCOMMODATION

Staying with friends or relatives - \$50.00 per day.

MEALS

Reasonable out-of-pocket costs for personal meals will be reimbursed as shown below. Claims for meals other than those of the claimant, or for group meals, must show names, titles and particulars of the Hospital's responsibility.

An alcoholic drink per meal is reimbursable if consumed with dinner provided that the cost does not exceed the meal allowance.

Maximum Allowance

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$45.00
Total (daily)	\$90.00

Plus 15% for tips

TRANSPORTATION

GOV-14-04 Board Travel and Associated Expenses

The mode of transportation chosen should be that which enables the member to attend to Hospital business with the least cost to the Hospital consistent with the least amount of interruption to the member's regular business and personal schedules. Where a number of trustees are attending the same function, shared travel will be required where possible.

Travel by vehicle - Reimbursement will be at the mileage rate of \$0.45 per km. Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. The hospital will not reimburse costs of collision and liability coverage.

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

Travel by air - 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 trustee.
- 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.

MISCELLANEOUS ITEMS FOR REIMBURSEMENT

Telephone - Necessary telephone calls occasioned by absence from home base.

Tips - Reasonable and necessary gratuities for service attendances and portage.

Meal tips are to be included with meal claims.

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.

EXPENSE CLAIMS

The travel expense form with receipts attached must be submitted within 30 days with the exception of local travel which can be submitted quarterly or no later than March 31st.

RECEIPTS

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

AUTHORIZATION

The travel expenses require the approval of the Board Chair or the Chief Executive Officer.

Board Executive - Extraordinary expenses can be incurred for the benefit of networking/developing contacts with Ministry of Health and Long-Term Care, Ontario Hospital Association, Local Health Integration Network representatives, etc.

Board of Directors

January 2014

Ms. Margaret Beatty