



POLICY & PROCEDURE

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APPROVED BY:	POLICY v PROCEDURE 0	DRAFT
SUBJECT: Travel & Expense Policy		

PREAMBLE:

The Collingwood General & Marine Hospital recognizes that employees may be required to travel from time to time on Hospital-related business, i.e. “out-of-town” training. This policy ensures fair and equitable treatment of employees by defining procedures for authorized Hospital-related travel and guidance for expense reimbursement, as well as hospitality events.

1.0 POLICY:

- Travel, hospitality events and related expenses will be reimbursed providing they are:
 - authorized;
 - supported with original receipts and/or documentation;
 - charged to a valid business unit and expense account;
- All employee expenses are processed through Accounting and reimbursed by cheque.
- Expense reports that do not comply with this policy and procedure will be returned to the employee and not processed until corrected.
- The person approving the expense report is responsible to ensure all claims are correct, reasonable and in accordance with this policy, including all meal allowances and travel rates.
- No manager/supervisor can approve his or her own expense, or that of a subordinate that has paid for travel or meal expenses to the benefit of the manger/supervisor.
- Credit card slips or statements are not accepted in place of original receipts. Receipts are required in order for the Hospital to claim reimbursement of GST paid.
- Parking violations and other expenses resulting from unlawful conduct is the sole responsibility of the employee and not reimbursable.



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2.0 PROCEDURE:

- Expense reports must be submitted with original receipts and/or documentation, signed by the claimant and properly approved. When receipts are not available, the claimant must provide detail and state the reason why they are not available.
- Expense reports must be submitted in a timely manner, within 60 days after the expense has incurred.
- Where employees are sponsored by another organization, i.e. the Ontario Hospital Association, policies of that organization will apply and reimbursement must be made directly to the employee from that organization.

2.1 Travel and Transportation

- It is expected that employees will choose the most economical and practical form of transportation. Wherever possible, travel arrangements should be made at least three weeks in advance to ensure availability of economy class seats and the best price. First class travel, i.e. air, train & limousine are not covered. Should an alternative form of transportation or route be chosen for personal reasons, the employee will be reimbursed to a maximum of what would have been incurred using the standard form of transportation and/or more direct route.
- Travel with others, i.e. spouse, including meals and cancellation fees are not covered and must be paid for directly by the employee.
- A copy of the boarding pass for all modes of transportation must be attached to the expense report.
- Employees who use their own vehicles for hospital business will be reimbursed in accordance with the approved kilometer allowance (see Appendix A). This allowance is to cover the costs of fuel, depreciation, maintenance and insurance. It is the responsibility of the employee to ensure adequate insurance coverage. When calculating the total kilometers of a trip that originates from the employee's home, the normal distance driven to the hospital should be excluded.



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- The rental of a vehicle will be reimbursed in cases when this is the most economical and practical form of transportation. Rental of compact or mid-size vehicles is encouraged. Rental cars must be refueled before returning to avoid extra charges and receipts for gasoline purchases must be submitted with expense reports.
- Generally, most appropriate conferences and educational opportunities are held within a 6-12 month period in Toronto. With this consideration supervisors may approve travel expenses to “out-of-town” events provided that the cost is relatively equal to a similar event held in Toronto. If the costs are significantly higher for the “out-of-town” event the supervisor must seek approval for the expense at the next applicable Senior Management meeting. The employee may also choose to pay the difference.

2.2 Meals

- Employees will be reimbursed for the reasonable cost of meals incurred while the employee is away on hospital related business (see Appendix A for guidelines regarding reimbursement amounts for meals). All meal-related travel costs (food, taxes and gratuities) must be submitted with a completed expense report, including receipts of purchase.
- When an employee is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance.

2.3 Accommodations

- Employees must use the most economical accommodation of a standard quality hotel room. Travel accommodation should be booked early enough to achieve the best rate possible. Employees are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A copy of the hotel bill must be attached to the expense report.
- Employees will not be reimbursed entertainment, laundry service, pay TV or movies, alcohol or special facility charges, i.e. fitness club.



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- Long distance business calls are reimbursed, however discretion should be used in the frequency and length.
- Standard tips and gratuities are reimbursable, but must be documented on the expense report.
- Employees staying in a private accommodation, i.e. with friends and relatives, may claim an allowance of \$30 per night. No receipts are required.

2.4 Hospitality

- Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Hospital's expense to persons who are not engaged in work for the Hospital.
- Hospitality expenses will only be reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable.
- Hospitality will only be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.
- Hospitality will only be extended, on a limited basis, on behalf of the Hospital when:
 - Engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters;
 - Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups.
 - Providing persons from charitable organizations with an understanding and appreciation of the hospital sector or the workings of the organization;
 - Honouring distinguished persons from the health care sector in recognition of exceptional public service and
 - Conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector.



Collingwood
General & Marine
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2.5 Consultant Expenses

- Consultants are not considered staff and therefore will not be covered by the CGMH travel and expense process.
- Only expenses explicitly agreed to by the consultant and the hospital and detailed in the consultant's contract will be reimbursed.
- The contract between the Hospital and the consultant must clearly specify any and all reimbursable expenses

DISTRIBUTION:

Administration (Master)
All Departments

REFERENCE:

Ontario Hospital Association, Hospital Expense Policy Guidelines, March 2010.

APPENDIX A

Milage: \$ 0.40 (ie-40 cents) per kilometre

Reasonable Range for Daily Meals:

Breakfast: \$0 - \$15

Lunch: \$0 - \$15

Dinner: \$0 - \$30