



MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 1 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

## **POLICY:**

Travel and expense reimbursement is governed by the following principles:

- Staff should be reimbursed for reasonable and actual expenses incurred by them when on hospital business.
- Reimbursable expenses should support program objectives of the hospital.
- Expenses should be reimbursed providing they are supported with original receipts and appropriate documentation. Credit card receipts are not a substitute for the original receipt.
- Claims should be submitted no later than by the end of the quarter following the quarter in which the expense was incurred; a written explanation is required if not submitted within this timeframe.
- Expense reports that do not comply with policies and procedures may be returned to the staff member and not processed until corrected.
- Staff should aim to make the most practical, economical and reasonable arrangements for travel, meals, hospitality, personal, and corporate expenses.
- Staff expenses should be approved before incurring expenses by the appropriate supervisor (i.e. individual or delegate who is responsible for the budget charged).
- Expenses for a group can only be claimed by the most senior person present.
- No individual should approve his or her own expenses, or that of a subordinate that has paid for travel, meal, etc., expensed to the supervisor's benefit.
- The person approving the expense report is responsible to ensure all claims are correct, reasonable and in accordance with the expense policy.
- If the information above is not available or not possible, staff must submit a written explanation with the claim to provide the approver with adequate information for decision-making.
- Staff must repay any overpayments – it is considered a debt owing to the organization.
- If leaving employment within the organization, staff must submit any claims for expenses before leaving the organization.

## **APPLICATION:**

- All Employees.
- Employees belonging to a bargaining unit should refer to the appropriate collective agreement for travel reimbursement provisions in addition to this policy.



MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 2 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

## **PROCEDURE:**

### **1.0 PERSONAL BUSINESS EXPENSES**

#### 1.1 Expense Reimbursement

Reimbursable business expenses should:

- Be work related;
- Be modest, appropriate and reasonable;
- Strike a balance among economy, health and safety, and efficiency of operations; and,
- Be submitted in a timely fashion, and in the form and manner stipulated by the hospital policy.

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:

- expenses resulting from unlawful conduct
- traffic and parking violations incurred while driving on hospital business
- recreational purposes (e.g. video rentals, mini-bars, special facilities charges, entertainment not directly related to hospital business, etc.)
- personal items not required to conduct hospital business
- social events that do not constitute hospitality as described in 2.0
- alcoholic drinks, unless part of hospitality as described in 1.4 or 2.2
- expenses incurred due to the presence of friends or family members, unless part of hospitality as described in 2.0
- hotel expenses incurred because of failure to cancel reservation
- credit card fees and late payment charges
- additional ancillary charges such as premiums for failure to refill fuel in a rental car

MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 3 of 10

TITLE: TRAVEL &amp; EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

## 1.2 Travel (General)

Travel reimbursement applies to the following:

- Travel to and from the employee's principal base of operations or home, to/from any other hospital site;
- Travel to conduct business or attend meetings, courses, seminars or other related business

Travel reimbursement is subject to the following conditions:

- When possible, travel should be approved in advance by a claimant's manager, and the manager may refuse claims that have not been pre-approved.
- Prior written and highest level of approval is required before any out-of-province or international travel is required.
- A copy of the boarding pass or ticket for all modes of transportation should be attached to the expense report.
- Where a number of staff members are attending the same function, shared travel should be considered and required where possible.
- 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. Consideration should be taken as to the length of time away from the workplace.
- Basic economy/coach fares will be paid by the hospital. Any upgrades are the responsibility of the member of staff.
- Travel with others (i.e. spouse), including meals and cancellation fees, are not covered and must be paid for by the staff member.
- When personal travel is combined with business travel, the staff member will be reimbursed for only the business portion of the trip at the lowest available fare.
- In the event that travel is cancelled, any travel expenses that have been reimbursed to the staff member by the vendor, including but not limited to the cost of train or flight tickets, must be reimbursed to the hospital within thirty (30) days of such cancellation.



MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 4 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

## 1.2a Travel by Vehicle

Reimbursement for use of a personal vehicle is subject to the following conditions:

- Receipts for parking lot charges, applicable bridge or highway tolls must be submitted with expense reports.
- The use of toll highways, including but not limited to Highway 407 (ETR), should be restricted where possible, and the use of such routes may be subject to supervisor approval.
- All employees who use their personal motor vehicle on Hospital business are eligible for payment at the current Hospital mileage rate on submission of a Travel Advance/Expense form (MC-03).
- Travel reimbursement is based on pre-calculated mileage as per the corporate distance chart (chart follows this section).
- Mileage is calculated on the closer of the employee's principal base of operation or the employee's place of residence to the destination.
- Reimbursement for travel to a location that is not documented on the mileage schedule must be authorized by the appropriate Department Head before being processed. Distances will be verified using a third party software and the shortest reasonable distance.
- At no time will travel reimbursement be provided for travel that has not occurred.
- When staff members use their own vehicles for hospital business, reimbursement will be in accordance with the approved kilometre allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.
- 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.



MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 5 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

REFERENCE:

**Effective October 19, 2009 the corporate travel rate is \$0.40/km**

**GREY BRUCE HEALTH SERVICES DISTANCE CHART ( KILOMETERS-  
RETURN)**

	Markdale Site	Meaford Site	Owen Sound Site	Southampton Site	Warton Site	Lion's Head Site	Tobermory Site
Markdale Site	--	80	80	155	145	210	290
Meaford Site	80	--	60	135	125	190	270
Owen Sound Site	80	60	--	80	70	140	220
Southampton Site	155	135	80	--	90	160	240
Warton Site	145	125	70	90	--	70	150
Lion's Head Site	210	190	140	160	70	--	100
Tobermory Site	290	270	220	240	150	100	--
Barrie	210	185	240	315	305	370	470
Chesley	90	150	95	85	105	175	255
Collingwood	120	75	130	205	195	260	345
Durham	60	135	95	160	155	225	305
Guelph	210	270	270	305	330	400	480
Hamilton	305	380	380	410	435	505	585
Hanover	90	170	130	125	135	200	285
Kincardine	205	230	175	100	185	250	330
Kitchener	250	310	310	335	370	440	520
London	385	460	420	400	455	525	600
Midland	240	200	260	335	330	396	486

MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 6 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

Mount Forest	105	185	145	205	205	270	355
	Markdale	Meaford	Owen Sound	Southampton	Warton	Lion's Head	Tobermory
Orangeville	145	210	225	290	290	355	440
St. Thomas	480	525	470	450	500	570	650
Toronto (Downtown)	310	370	390	455	450	515	600
Toronto (Pearson Airport)	275	325	345	410	405	470	555
Walkerton	115	190	150	100	155	225	305
Wingham	195	270	230	170	240	305	390

**Note:**

Distances are calculated based upon a round trip, using third party software.

Trips are determined using the shortest reasonable route, and the mileage is rounded up to the closest multiple of 5.

**1.2b 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.
- Staff should travel Economy class for all domestic and international travel unless pre-approved by their Vice President.
- It is hospital policy to endeavour to obtain maximum savings on air travel expenses within reasonable limits. 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 requirements.
- The original boarding pass/passes and ticket/E-ticket must be attached to the expense report for each segment of travel.



MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 7 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

### 1.3 Meal Reimbursement

- Staff members are reimbursed for reasonable meal expenses, subject to approval by the claimant's manager, if expenditures are incurred while the claimant is away from his or her place of work on hospital business. When travelling on hospital business, staff may also be reimbursed for reasonable meal expenses when the claimant is required to work during or through normal meal periods.
- Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim.
- Reimbursement is for restaurant/prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.
- Gratuities will be reimbursed up to a 15% cap unless the establishment automatically calculates the gratuity at a higher rate as demonstrated on the receipt provided.
- No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.
- When a staff member 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. The highest ranking member of staff should pay for the meal expenditures.
- If you travel as a regular part of your job, your meal will not normally be reimbursed unless you have obtained prior approval.

MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 8 of 10

TITLE: TRAVEL &amp; EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

#### 1.4 Alcohol

- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

#### 1.5 Accommodations

- Staff should use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. No reimbursement will be made for suites, executive floors, or concierge levels.
- Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in an exceptional circumstance.
- For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.
- Staff are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hotel bill must be attached to the expense report.
- Generally, staff are not reimbursed for entertainment, laundry service, pay TV or movies, alcohol or special facility charges (e.g. fitness clubs). However, under certain circumstances, including but not limited to long-term business trips, there may be reimbursements for some or all of these costs. Costs should always remain reasonable.
- Long-distance business and personal calls are reimbursed, however discretion should be used in the frequency and length. Reimbursement will be made for reasonable costs for necessary personal calls home for each night away.
- Standard tips and gratuities are reimbursable, but must be documented on the expense report. Unless calculated automatically gratuities should not exceed 15%.
- While travelling on hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable and related to hospital business.
- The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.

MANUAL: ADMINISTRATION

NUMBER: III-60

CATEGORY: FINANCE

PAGE: 9 of 10

TITLE: TRAVEL & EXPENSE REIMBURSEMENT

ISSUED BY: EXECUTIVE COMMITTEE

DATE: 03/01/2000

REVISED: 05/11/2001

REVISED: 03/30/2004

REFERENCE:

REVISED: 08/15/2006

REVISED: 12/22/2009

REVISED: 11/05/2010

REVISED: 03/20/2011

---

## 1.6 Consultant expenses

- Consultants are not considered staff and therefore are not covered by personal business expense policies.
- In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor.
- Consultants should seek reimbursement only for expenses explicitly agreed to by the consultant and the hospital and as detailed in the consultant's contract.

## 2.0 HOSPITALITY

### 2.1 Provision of 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 are only reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable.
- Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.
- Functions that are exceptions to the above must have prior approval of the President and CEO or the President and CEO's delegate.
- Where hospitality events are extended by the hospital, and where the guests include vendors (current or prospective), managers are responsible for obtaining prior approval to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor.
- The following are examples of where hospitality may be extended on behalf of the hospital:
  - Recruitment of a physician as a potential member of the hospital medical staff.
  - Engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters;



MANUAL: ADMINISTRATION NUMBER: III-60  
CATEGORY: FINANCE PAGE: 10 of 10  
TITLE: TRAVEL & EXPENSE REIMBURSEMENT  
ISSUED BY: EXECUTIVE COMMITTEE DATE: 03/01/2000  
REVISED: 05/11/2001  
REVISED: 03/30/2004  
REFERENCE: REVISED: 08/15/2006  
REVISED: 12/22/2009  
REVISED: 11/05/2010  
REVISED: 03/20/2011

---

- Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;
- Providing persons from national or international organizations and 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.

## 2.2 Providing Alcohol

- The decision to provide alcohol as part of hospitality will be made by the President and CEO or the President and CEO's delegate (appropriate Executive Committee member) and be consistent with the principles of the expense policy.
- Written approval must be obtained before providing alcohol as part of hospitality.
- In circumstances where alcohol is approved, appropriate measures will be taken to ensure a reasonable limit is placed on the quantity and cost of alcohol to be provided in advance of the event.
- Purchase of alcohol is limited to meals and receptions.

## 2.3 Acceptance of Hospitality

Acceptance of hospitality from vendors (current or prospective) should not constitute a conflict of interest. Employees should be aware of their conflict of interest obligations and that any appearance of impropriety or favouritism to a vendor is to be strictly avoided.