

Travel & Expense Policy

ADM GEN 0022

 BLANCHE RIVER HEALTH SANTÉ RIVIÈRE BLANCHE			
Authorized by	Vice President, Corporate Services & Chief Financial Officer	Number	ADM GEN 0022
Responsible	Manager, Human Resources	Issue Date	2011/09/08
Distribution	All Departments/ Physicians/Board of Directors	Review Date	2023/05/01
Travel & Expense Policy			

Purpose

This policy applies to Board Members, Physicians and Hospital staff to ensure reimbursement is for actual, reasonable business expenses incurred when on hospital business. This policy is consistent with OHA directions, Ontario Buys policies and the Broader Public Sector (“BPS”) Directives for travel and educational purposes conducted on behalf of the Hospital. In our mission to deliver sustainable, high quality care, the Hospital will provide for fair reimbursement of travel and business expenses associated with the delivery of its programs and services. The Hospital expects discretion to be applied with any expense incurred and reserves the right to limit reimbursement to reasonable costs.

Accountability Framework

The Hospital is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses must support the Hospital’s business objectives. This section sets out the approval authority for travel, meals and hospitality expenses. The level of approval is identified and also whether the authority can be delegated. The President & CEO has the authority to establish additional rules regarding expenses. Any additional rules must be consistent with those laid out in the BPS Expenses Directive and be necessary to meet specific operational needs. These rules do not replace any rules in the BPS Expenses Directive. In addition, the President &

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CEO may modify the level of approval upward to a more senior level when authority is assigned to a Manager/Supervisor or Contract Manager.

Role	Approval Level	Delegation of Authority
Chair of the Board	Chair, Resource & Audit Committee	No delegation
Board Member	Chair of the Board	May delegate to the President & CEO
President & CEO	Chair of the Board	No delegation
Senior Management Team (SMT)	President & CEO	No delegation
Management Team	President & CEO VP, Clinical Services & CNO VP, Corporate Services & CFO	May delegate to an alternate SMT member
Supervisor/Charge/Lead	Manager	May delegate to an SMT member
Employee	Manager/Supervisor	May delegate to an SMT member
Consultant and Contractors	Contract Manager	May delegate to an SMT member
Volunteers	CEO/CNO/CFO	May delegate to an SMT member
Members of the Medical Staff	CEO/CNO/CFO	May delegate to an SMT member
Elected Officials	Chair of the Board	No delegation
Appointee	Chair of the Board	No delegation

In the case where individuals are temporarily acting in positions with approval authority, they can exercise the full authority of the position provided that they do not approve their own travel plans or expenses.

Managerial Discretion

For the purpose of this policy, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this policy. There is no discretion to depart from the principles and the mandatory requirements of the BPS Directive. All decisions should be taken very

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carefully. When exercising managerial discretion, the rationale must be documented and filed with the claim.

Approvers are accountable for their decisions, which must be:

- Subject to good judgment and knowledge of the situation
- Exercised in appropriate circumstances; and
- Comply with the principles and mandatory requirements set out in this policy.

When a situation arises and discretion needs to be exercised, approvers should consider whether a request is:

- Substantiated by all appropriate detailed, supporting documentation
- Able to stand up to scrutiny by the auditors and members of the public
- Properly explained and documented
- Fair and equitable
- Reasonable
- Appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

Transparency

The Hospital is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood and available to the public. Tax payer's dollars are to be used prudently and responsibly. Plans for travel, meals, accommodations and hospitality are necessary and economical with due regard for health and safety.

Fairness

All staff is encouraged to maximize their use of videoconferencing and teleconferencing options whenever possible as an alternative to travel. Decisions regarding the method of travel should consider personal safety, travel requirements, travelling time involved and cost effectiveness.

Where the terms of this policy and the provisions of a collective agreement are in conflict, the collective agreement will prevail.

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Materials Required

- Travel Expense Claim Form
- Cheque Requisition
- Purchase Requisition (Rental Vehicle)

Policy

This policy applies to travel expenses (that are not part of a staff's everyday work duties) incurred on behalf of the Hospital.

NOTE: This policy does not apply to any expenditure that can be reimbursed through alternate hospital benefit programs, education funds, etc.

Procedure

All travel expenditures must receive PRIOR approval from the Department Manager, respective Senior Management Team Member or Board Chair as outlined in the accountability framework above.

All **original receipts** must be enclosed with the Hospital Travel Expense Claim Form. The original itemized receipt must list the types of expenditures as well as HST information. Please note that credit card / debit slips are not acceptable receipts. Any receipts from a hospital issued Corporate Credit Card are to be attached to the Corporate Credit Card Reconciliation Form not the Hospital Travel Expense Claim Form.

The Hospital Travel Expense Claim Form is to be approved as per above accountability framework. No person can approve their own expenses or any expense from which they were a beneficiary. The approved Hospital Travel Expense Claim Form with original receipts attached should be submitted to Accounts Payable in the Finance Department. Expense forms that are incorrectly filled out, are not accompanied by original itemized receipts or that include unauthorized expenses will be returned to the staff member and not processed until corrected.

Should the employment relationship end (i.e. resignation, retirement, lay-off, termination), the departing employee must submit all outstanding expense statements

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no later than 30 days after the final date of employment. Expenses included must have been incurred prior to the final date of employment.

Prepayments

Prepayments can be made for items such as course registration, vehicle rentals and other transportation. In the case of course registration, or other items that may be paid in advance by cheque, an authorized Cheque Requisition Form is submitted to Accounts Payable and a cheque is sent to the organization on the staff member's behalf. A manager may also pay with their Corporate Credit Card on the staff member's behalf. In the case of vehicle rentals a Purchase Requisition Form (see Purchasing Policy) is submitted to purchasing and a purchase order is issued for the rental of the vehicle.

Travel Advance

In extenuating circumstances, the hospital can provide an advance. When expenditures under this policy are expected to exceed \$500.00 the hospital may provide an advance up to 75% of the estimated out-of-pocket expenses upon approval by the immediate Department Manager. Requests are to be completed on a cheque requisition, which should clearly specify that it is for an advance. Cheque requisitions for advances should be received by the Finance Department two weeks prior to the date of travel to allow sufficient time for processing.

An expense claim form must be completed upon return to work as per the procedure above as a reconciliation for the entire amount of the advance including any out of pocket expenses that may have been incurred. Any advance amount that remains unspent, is owed in full to the Hospital.

Travel Arrangements

All travel arrangements are to be made by the staff member or appropriate department designate upon approval of their immediate supervisor.

Accommodations

All accommodations are to be made in a standard quality hotel room in a location that is convenient to the event being attended. Any requested upgrades made are the

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responsibility of the staff member and proof of the standard room rate must be provided with the receipts in order to receive any reimbursement on an upgraded room.

Staff members are responsible to review their hotel bills prior to checking out to ensure all charges are correct. This will ensure that the staff member is responsible for any charges they did incur as the hospital will not reimburse any unreasonable or non-business charges.

Meal Allowance

You may incur a meal expense when you are on hospital business and you:

- Are away from the Hospital over a normal meal period
- Meals are not reimbursed if you are travelling between sites

Reimbursement is for restaurant/prepared food only. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim. Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences. If you travel as a regular part of your job, your meals will not normally be reimbursed unless you have obtained prior approval.

Employees will have two options when claiming reimbursement for meals:

Option 1: Daily maximum amount (per diem) of \$90 (with original itemized receipts)

Meal	Maximum Claim (includes gratuities and taxes)
Breakfast	\$15.00 CAD
Lunch	\$25.00 CAD
Dinner	\$50.00 CAD
When travelling outside of Canada, the meal expense will be converted to Canadian dollars and the maximum limit will apply.	

Option 2: Meal Allowance (no receipts required)

Meal	Maximum Claim (includes gratuities and taxes)
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Breakfast	\$8.00 CAD
Lunch	\$12.00 CAD
Dinner	\$20.00 CAD
All meal allowances will be reimbursed in Canadian dollars.	

Should a staff member choose to spend more than the allowance amount it will be at their own expense and will not be paid for by the Hospital.

Alcohol

The purchase / consumption of alcohol when staff is travelling on hospital business are a non-reimbursable personal expense and cannot be expensed.

Materials

The cost of required materials (videos, books, tapes etc.) purchased for educational sessions will be reimbursed to the staff member, subject to approval in accordance with this policy's accountability framework.

Transportation

Staff shall be reimbursed for the most direct and economical mode of travel from the hospital to their destination, considering all of the circumstances. Staff are strongly encouraged to travel together unless extenuating circumstances prevent carpooling. Rental vehicles are encouraged, however, other acceptable methods of travel include: personal vehicle, bus, air and train. Employees shall not be reimbursed for additional costs incurred for indirect routes or stopovers taken for personal reasons. Staff will be reimbursed at the basic (economy or coach) rates for travel; any upgrades will be the responsibility of the staff member. Any additional charges related to spouses or others traveling with a staff member, not as a part of hospital business, are the staff member's responsibility.

Multi-Site Travel

Employees that are required to travel from their primary place of employment to another site using their personal vehicle will be reimbursed for the lesser of a) distance

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from their primary site to the secondary site or b) distance from their place of residence to the secondary site. This travel will be reimbursed at the Hospital's approved rate per kilometer.

Rental Vehicle

Staff are encouraged to use rental vehicles for out of district travel. Rental of full size vehicles is expected with no unnecessary upgrades accepted (i.e. no luxury/sport vehicles). Only upgrades for poor weather conditions are acceptable. Employees MUST ensure that a circle check (external vehicle visual inspection) is performed prior to leaving and upon returning to the rental agencies lot with the vehicle. Make sure all marks, scratches and dents on the vehicle are noted so that the hospital is not unnecessarily billed for damage to the vehicle.

Employees will be reimbursed for gasoline purchases, with itemized receipts, for a rental vehicle and not the per kilometer rate.

Personal Vehicle

When using a personal vehicle for business travel including staff members who travel as a part of their usual daily responsibilities), the staff member will be reimbursed at the Hospital's approved rate unless otherwise specified in the respective Collective Agreement of the employee. The staff member must inform their insurance provider that they will be travelling for business purposes. Staff members using their personal vehicle for business purposes must also provide a copy of a valid Class G (unless otherwise specified) driver's license. Staff must immediately notify their Manager and Human Resources if their license becomes invalid or any driving restrictions are put into place. An example of a BRH role that is required to drive as a part of their work duties would include the Storeperson and Maintenance staff.

The approved per kilometer rate is \$0.60.

This per kilometer rate covers the following as outlined by the Canada Revenue Agency:

- Operating expenses such as fuel, oil, tires, license fees, insurance, maintenance, and repairs.
- Ownership expenses such as depreciation, provincial tax and finance charges.

Staff will not be reimbursed for any other expenses while driving their own vehicle.

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When road transportation is the most practical, economical way to travel, the order of preference is:

- Rental vehicle
- Personal vehicle- if it is more economical than a rental vehicle

Hospital Vehicle

When using a Hospital vehicle for business travel, staff members are required to submit a clean Driver's Abstract upon hire and on an annual basis thereafter. It is the responsibility of the employee to notify their Manager and Human Resources if their driver's license becomes invalid or any driving restrictions are put into place. Operating expenses related to these vehicles are the responsibility of the Hospital.

Insurance

If you are using your personal vehicle while on hospital business, the following apply:

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability and physical damage.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of vehicle.
- The Hospital will not reimburse costs of insurance coverage for business use, physical damage or liability.
- The Hospital is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, you will not be permitted to make a claim to the Hospital for any resulting damages.

In situations where you rent a vehicle, liability insurance must be purchased at the time of the rental or through the additional insured's (staff members, board members, volunteers, etc.) own personal auto policy. If the additional insured does not have their own liability insurance, they must purchase liability insurance through the rental company as Hospital insurance policy provides only excess liability insurance.

Employees who rent/lease a vehicle for purposes related to the Hospitals' business or work-related activities - for a period of less than 30 days in duration - may decline the

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Physical Damage Coverage offered by the car rental company as the Hospital policy provides this protection.

Medical and Health Insurance – Travelling Outside of Canada

Employees are responsible for arranging appropriate out-of-country medical insurance. This cost can be included as an expense for the Employee. When purchasing out-of-country medical insurance, it is advised that you also purchase the option that allows for immediate payment of costs at the time of the incident (i.e., up-front payment option).

Taxis, Subway Tolls, Parking, Highway Tolls

Staff may be reimbursed for the above if used reasonably for business travelling purposes. Original receipts must be attached to the expense claim form.

Communication Expenses (Telephone, Fax, Cellular)

One personal call per day of reasonable length is acceptable to claim as an expense. Any business or emergency related communication expenses are also acceptable. If you have a hospital cell phone this is recommended as hotel long distance charges can be expensive.

Business Expenses

Receipts for any additional business expenses such as photocopying, computer access fees, fax fees are required for reimbursement as long as they are reasonable and related to hospital business.

Non-Reimbursable Expenses

The following expenses are considered personal and are not reimbursed:

- Entertainment expenses (i.e. pay TV, movies, sporting events, and concerts)
- Recreational expenses (i.e. fitness club)
- Laundry and valet services (unless away for prolonged periods)
- Traffic and Parking violations and other expenses resulting from unlawful conduct
- Any other personal expenses

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Foreign Currency

The foreign currency rates are available on the “Bank of Canada” web site (www.bankofcanada.ca). For reimbursement purposes, a staff member can use either one of the two methods listed below:

- a) Exchange rates per above,
- b) Copy of credit card statement that identifies the foreign exchange

Hospitality

Hospitality is defined by the OHA as “the provision of food, beverages, accommodation, transport or other amenities at the hospital’s expense to persons who are not engaged in work for the hospital”. Situations where hospitality will be used include: when engaging in hospital business, conferences with representatives of health service organizations, honouring distinguished persons, prestigious ceremonies attended by invited guests and as an acceptable form of courtesy. This type of Hospitality is only to be extended by members of the Senior Management Team. Managers may be given approval to do so from Senior Management Team members from time to time. All employees must ensure that any forms of hospitality do not give, or perceive to give, any sort of favoritism to any vendor. The consumption of alcohol during a hospitality event must be authorized by the President & CEO and limits must be placed as to the number of beverages offered.

Public Reporting – Mandatory

The hospital is required to post expense claim information on its public website for the following:

- Board Members
- President & Chief Executive Officer
- Senior Management Team Members that report directly to the President & Chief Executive Officer

Hospitals must post the following information in respect of each travel, meal and hospitality claim made by individuals designated above:

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- Type of Expense claimed; i.e. Travel, Meal, Hospitality
- Date on which the expense occurred
- Amount claimed
- A description of the expense

The annual public posting cycle is as follows:

Reporting Period	Public Reporting Date
April 1 to September 30	By November 30
October 1 to March 31	By May 31

The President & Chief Executive Officer and Vice President, Corporate Services & Chief Financial Officer are responsible to ensure the proper information is collected and posted to the public website.

References

None

Cross References

None

Revision History			
Revision	Date	Name	Summary of Changes
1.0	2011/09/08	N/A	Document Created
1.1	2017/06/07	N/A	Document updated
1.2	2018/05/01	Human Resources	Policy onto New Template
1.3	2021/04/23	Human Resources	Policy Revisions
1.4	2023/05/01	Finance	Adapt language for meals to include option of meal allowance or expenses supported by receipts.

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