

<input checked="" type="checkbox"/> Policy			<input checked="" type="checkbox"/> Procedure	Number: FIN-080
Title:	Employee Travel and Expense Reimbursement Policy			
Section:	Organizational Policies	Category/Sub-Category:		Finance
Original Date:	March 2011	Last Reviewed or Revised Date:		June 2022

## POLICY STATEMENT

Brockville General Hospital (BGH) may require an employee to travel on business from time to time. An employee will be reimbursed for reasonable and actual expenses incurred while travelling on hospital business. The reimbursable expenses should support program objectives of the hospital.

This policy applies to an employee travelling on hospital business. A unionized employee is governed by the Terms of the applicable collective agreements. Where a collective agreement is silent on some aspect of travel Policy and / or expenses, this policy shall apply.

## DEFINITIONS

**Approver** - A person with the authority to make approvals under this policy.

**Chair** - Appointed head of Brockville General Hospital, accountable to the Minister of Health.

**Claimant** - Anyone making a claim under the terms of this policy.

**Consultants and Contractors** - Individuals or entities under contract to Brockville General Hospital to provide consulting or other services.

**Delegation of Authority** - A written assignment by which a person who has a power, duty, function or responsibility to authorize another person (identified by name or by position title) to exercise the power, duty, function or responsibility.

**Dependent** - Someone who resides with the traveler on a full-time basis and relies on the traveler for care (e.g., a child or parent).

**Documented Approval** - Agreement or consent by a manager or senior leader to incur an expense, as outlined in this Directive, in a written or electronic format.

**Hospitality** - The provision of food, beverage, accommodation, transportation and other amenities at public expense to a person not engaged in work for the Government of Ontario or for any organizations covered by the Broader Public Sector Expenses Directive.

**Itemized Receipt** - Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be in an original paper, an original electronic, or a scanned copy format.

**Office Area** - The area surrounding the regular workplace, with a perimeter of 24km measured by the most direct, safe and practical route by road.

**President and Chief Executive Officer (CEO)** - The most senior leader with overall day to day responsibility for the operations of Brockville General Hospital.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 2 of 7

## PROCEDURE

### A – RESPONSIBILITIES

#### **Every employee travelling on Hospital business is responsible for:**

1. Conducting oneself as a representative of the Hospital at all times.
2. Choosing the most practical, economical and reasonable arrangements for travel, meals, hospitality, personal and corporate expenses.
3. Retaining all receipts. It is noted that a credit card slip is not a receipt.
4. Arranging accommodations, transportation and health insurance (if travelling outside Canada) and other arrangements such as booking the seminar and obtaining approval of their Manager.
5. Submitting a Travel and Expense Claim form, with original receipts, to their immediate manager for approval in a timely manner.
6. Ensuring expenses incurred on Hospital trips are consistent with normal business standards. Those who are in any doubt as to the appropriateness of a specific travel expense should consult with their manager for guidance.

#### **Manager, Director, Vice-President, and Board Chair is responsible for:**

1. Reviewing and approving applicable travel expenses submitted by the travelling employee.
2. Providing guidance to employees regarding appropriate types and levels of expenses.
3. Forwarding the approved Travel & Expense Claim to Accounts Payable for processing.
4. Responding to any questions with regards to the validity of an expense.

### B – EXPENSES

1. Must be work related.
2. Must be modest, appropriate and reasonable.
3. Must strike a balance between economy, health and safety, and efficiency of operations.
4. Be submitted in a timely fashion and on the Travel and Expense Claim Form.
5. Expenses that are considered of a personal nature are not eligible for reimbursement. Personal expenses include, but are not limited to:
  - a. Expenses resulting from unlawful acts
  - b. Traffic and parking violations incurred while driving on hospital business
  - c. Recreational purposes (e.g. video rentals, mini-bars, special facility charges, entertainment not directly related to hospital business etc.)
  - d. Personal items not required to conduct hospital business
  - e. Memberships to rewards programs or clubs (e.g. airline clubs)
  - f. Social events that do not constitute hospitality as described in this policy
  - g. Alcoholic drinks
  - h. Expenses included due to the presence of friends or family members, unless part of hospitality as described above.
  - i. Hotel expenses incurred because of failure to cancel reservations
  - j. Credit card fees and late payment charges
  - k. Additional ancillary charges such as premiums for failure to refuel fuel in rental cars
6. Prior approval for reimbursement of dependent care expenses is required, as well as a documented explanation of the circumstances. If travel is an expected part of your job duties, there is no reimbursement for dependent care expenses.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 3 of 7

#### C - TRAVEL

1. When possible, travel must be approved in advance by an employee's manager. Such pre-approval should accompany the travel claim.
2. A copy of the boarding pass or ticket for all modes of transportation must be attached to the expense report.
3. Where a number of staff are attending the same function, shared travel is required where possible.
4. The mode of transportation selected will be that which enables the employee to attend to hospital business with the least cost to the hospital, consistent with the least amount of interruption to the employee's regular business and personal schedules. Consideration should be taken as the length of time away from the workplace. Basic economy / coach fares will be paid by the hospital. Any upgrades will be the responsibility of the staff member.
5. When personal travel is combined with business travel, the employee will be reimbursed only for the business portion of the trip at the lowest available fair. Personal travel does not include travel to or from home when travelling for business.
6. The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs. Any dispute over the validity of items included on the Employee Travel and Expense form will be arbitrated by the Chief Financial Officer.

#### D – TRAVEL BY VEHICLE

1. When driving is the most practical, economical way to travel, the following choices are available:
  - a. hospital fleet vehicle when available;
  - b. rental vehicle; or
  - c. personal vehicle.
2. Where a traveler accumulates more than 1600 km/month on a regular basis, the manager will investigate lower cost options. Where the traveler continues to use a personal vehicle, the rationale for this practice should be documented.
3. The use of toll highways, including but not limited to Highway 407 (ETR), should be restricted where possible, and the use of such routes are subject to manager approval.

#### **RENTAL VEHICLES**

1. Rental of compact or mid-size vehicle is encouraged and employees are required to use car rental companies approved by the hospital where possible to ensure the most favorable rates. Consideration may give for a car rental upgraded based on the number of passengers, weather conditions and other safety reasons. However, all luxury and sport car rentals are expressly prohibited.
2. Collision and liability insurance offered by the car rental companies must be purchased.
3. Rental cars must be refueled before returning them to avoid extra charges.
4. Receipts for gasoline purchases, parking lot charges and applicable bridge or highway tolls must be submitted with travel and expense claims.

#### **PERSONAL VEHICLES**

1. Personal vehicles used on hospital business must be prior approved by an employee's manager.
2. Personal vehicles must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than \$1,000,000. 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.
3. The hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for hospital business. Those driving personal vehicle on hospital business cannot make claims to the hospital for damages as a result of a collision.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 4 of 7

4. Mileage allowance covers the costs of fuel, depreciation, maintenance and insurance.
5. Kilometers driven to and from the point of destination will be reimbursed at a rate of \$.50 per kilometer up to 4,000 kilometers and consistent with the Broader Public Sector Travel Directive on applicable mileage.
6. The shortest distance between the hospital and the destination or the employee's home and destination will be used to calculate the maximum number of kilometers that can be claimed.
7. A mapping tool will be used to calculate the shortest distance between any two points. If a claim is found to be in excess of 10% of the shortest distance it will be returned to the employee for correction.
8. Unless stipulated in a union contract, if an employee is commuting to somewhere other than their normal work, reimbursement will not be provided.
9. Unless stipulated in a union contract, if an employee is traveling to somewhere other than their normal work location on their way to or from work, the distance normally traveled to and from work will be subtracted from the trip for the purpose of reimbursement.
10. Receipts for parking lot charges and applicable bridge or highway tolls must be submitted with the travel and expense form.
11. Employees are not permitted to transport clients or patients using their personal vehicles.
12. Travel between sites during a regularly scheduled shift will be reimbursed with the exception of executive and management (bands 8-11) employees.

#### E – TAXIS, BUSES, SUBWAYS

The use of taxis by staff should be reasonable. Examples of when a taxi may be appropriate include:

1. Situations requiring transportation between stations or airports and the hospital
2. Situations requiring transportation between stations or airports and staff member's home
3. Transportation from the hospital to home well after normal work hours when other forms of transportation (including public transit) are unavailable or are determined to be unreasonable.
4. Transportation home from a staff event or an event supporting hospital business
5. When it is at the discretion of an employee's manager

#### F – TRAVEL BY TRAIN OR BUS

1. It is expected that employees will choose the most economical and direct form of transportation by train. Wherever possible, travel arrangements should be made in advance to ensure availability of economy class seats and the best price.
2. The original boarding pass/passes and ticket/E-ticket must be attached to the travel claim.

#### G – TRAVEL BY AIR

1. Employees may travel by air for trips that are beyond the reasonable driving distance. Prior approval for all travel by air must be obtained and documented in writing.
2. Staff will be reimbursed for travel Economy class for all domestic and international flights.
3. Staff are expected to pursue the 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 the necessary travel requirements.
4. The original boarding pass/passes and ticket/E-ticket must be attached to the travel claim.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 5 of 7

#### H - MEALS

1. Employees are reimbursed for reasonable meal expenses, subject to the approval by the employee's manager if expenditures are incurred while on hospital business away from his or her place of work.
2. Original, itemized receipts must be provided with the travel claim of actual meal expenses. Reimbursement will not exceed established meal allowance rates, regardless of the actual meal costs (including taxes and gratuities) as validated by the receipt accompanying the travel claim. The maximum reimbursement per meal including taxes and gratuities (maximum of 20%) is as follows:
  - Breakfast \$10.00
  - Lunch \$20.00
  - Dinner \$30.00
3. No reimbursement shall be made for meals consumed at home prior to departure or upon return home, or for meals included in the cost of transportation, accommodation, seminars, and or conferences.
4. If a meal is purchased at a local establishment it must have pre-approval for reimbursement from a member of the Senior Leadership Team.
5. For meals that are centrally purchased (e.g. catering for a working meeting), the maximum amount spent per person should not exceed the established meal allowance rate. As with all corporate purchase card transactions, receipts and appropriate approvals are required.
6. When an employee is authorized to pay for the meals of others, expense reports must include a brief explanation of the event and a list of those in attendance. The highest-ranking employee is required to pay for the meal expenditures.
7. For meals outside Canada an employee should consider the National Joint Council Travel Directive or successor directive for acceptable rates.
8. In very limited and exceptional circumstances (e.g. health or dietary considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed. Where these circumstances are anticipated, prior approval is required.

#### I - ACCOMODATIONS

1. Employees should use the most economical accommodations 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 services.
2. Staff will be responsible for the validity of all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hostel bill must be attached to the expense report.
3. Staff will not be reimbursed for entertainment, laundry services, pay TV or movies, alcohol or special facility charges (e.g. fitness clubs).
4. Long-distance business and personal calls will be reimbursed. One personal telephone call per day of a reasonable duration as well as telephone calls to the office and with business contacts is acceptable. Wherever possible the most cost effective method should be used (e.g. hospital issued cell phones or calling cards) in order to minimize costs.
5. Standard tips and gratuities are reimbursable, but should be documented on the travel claim.
6. While travelling on hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access chargers, photocopying, word processing services, facsimile transmission, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable and related to hospital business.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 6 of 7

#### J – CONSULTANT EXPENSES

1. Consultants are not considered employees and therefore are not covered by this policy.
2. Consultants will seek reimbursement only for expenses explicitly agreed to by the consultant and the hospital and as detailed in the consultant's contract.
3. Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:
  - a. Meals, snacks and beverages
  - b. Laundry or dry cleaning
  - c. Dependent care
  - d. Personal communications
4. Consultants may receive hospitality or take part in hospitality events so long as it is consistent with the principles of this policy.

#### K – PROVISION OF HOSPITALITY

1. 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.  
This may include:
  - a. Engaging representatives from other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters.
  - b. engaging in discussion of official public matters with, or sponsoring formal conferences
  - c. when meeting representatives from other governments on hospital business;
  - d. business and industry events;
  - e. public interest groups;
  - f. honouring people for exceptional public service to Brockville General Hospital
  - g. conducting ceremonies for heads of state, government or guests from the private sector
2. Hospitality will be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered a matter of courtesy.
3. Functions that are exceptions to the above must have prior approval from the CEO or the CEO's delegate.
4. Acceptance of hospitality from vendors (current or prospective) may constitute a conflict of interest, and may therefore be prohibited. Managers are responsible for ensuring that staff are aware of their conflict of interest obligations.
5. Hospitality cannot be offered solely for the benefit of anyone covered by this policy or the Broader Public Sector Expenses Directive. Reimbursement or payment of expenses related to office social events (e.g., retirement parties, holiday lunches, etc.) are not permitted.
6. The decision to provide alcohol as part of hospitality will be made by the CEO or the CEO's delegate and will be consistent with the principle of this policy.
7. In circumstances where alcohol has been approved, a meal or reception must accompany the alcohol and will be limited to one drink per person.
8. Consultants are not considered staff and therefore are not covered by this policy.
9. Issues regarding the acceptance or provision of hospitality can be referred to the Chief Financial Officer.

#### L – GIFT-GIVING

1. Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work of Brockville General Hospital.
2. Gifts valued over \$30 must have prior approval by Senior Leadership.



<b>Title:</b>	Employee Travel and Expense Reimbursement Policy			<b>Number:</b> FIN-080
<b>Category:</b>	Finance	<b>Sub:</b>	N/A	<b>Page:</b> 7 of 7

#### RELATED POLICIES

- FIN-200 Signing Authority

#### ASSOCIATED DOCUMENTS

Appendix A – Travel and Expense Claim Form (click to link to MyBGH)

#### REFERENCES

<sup>1</sup>Government of Ontario (2020). Corporate Policy and Accountability Branch. Travel, Meal and Hospitality Expenses Directive.

<sup>2</sup> Government of Canada (2017). National Joint Council Travel Directive.

<b>Final Approval by Committee:</b>	<input type="checkbox"/> Medical Advisory <input type="checkbox"/> Operations <input checked="" type="checkbox"/> Senior Leadership
<b>Date of Final Approval:</b>	June 2022
<b>Retired Date:</b>	