
TRAVEL AND MEAL EXPENSE REIMBURSEMENT

PURPOSE

The purpose of this document is:

- To set out the rules and guidelines governing the reimbursement of reasonable and actual expenses by Campbellford Memorial Hospital to ensure the highest level of accountability and transparency.
- To ensure that public funds are used prudently and responsibly.
- These expense rules will apply to any person making an expense claim at Campbellford Memorial Hospital, including the following:
 - Board members,
 - Employees

Guiding Principles

The four guiding principles of this policy are:

- **Accountability**
Campbellford Memorial Hospital is accountable for public funds used to reimburse travel, meals, and hospitality expenses.
- **Transparency**
The rules for incurring and reimbursing travel, meals and hospitality expenses are clear, easily understood and available to the public.
- **Value for Money**
Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodations and hospitality are necessary and economical.
- **Fairness**
Legitimate authorized expenses incurred during the course of the business of Campbellford Memorial Hospital are reimbursed.

POLICY

Campbellford Memorial Hospital will reimburse reasonable expenses incurred of work-related travel, accommodations, meals and incidental expenses. Reimbursable business expenses should strike a balance among economy, safety and efficiency. Employee's expenses must be submitted to the employee's manager for approval in a timely fashion, and in the current format in use at Campbellford Memorial Hospital.

Staff travel includes attendance at conferences, seminars, workshops, and conventions. Staff training related to observations periods spent at other institutions, long term training programs or other courses as approved by the employee's manager.

When possible, travel should be approved in advance of by the claimant's manager. Pre-approval should be documented (e.g. e-mail) and attached to the travel claim.

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

- Expenses resulting from unlawful conduct,
- Traffic and parking violations incurred while driving on hospital business,

- Recreational purposes (e.g. movie rentals, mini-bars, entertainment not directly related to hospital business),
- Personal items not required to conduct hospital business,
- Memberships with regards to travel programs or clubs (e.g. airline or hotel awards clubs),
- Hotel expenses incurred because of failure to cancel reservations,
- Premiums for failure to refill fuel in rental cars,
- Alcohol beverages

TRAVEL BY VEHICLE

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

- Rental vehicle when a rental vehicle is more economical than use of a personal vehicle; or,
- Personal vehicle when a personal vehicle is more economical than use of a rental vehicle.

Rental Vehicles

- Rental of compact or mid-size vehicle is encouraged. Consideration may be given for a car rental upgrade based on the number of passengers, weather conditions and other safety reasons. However, all luxury and sports car rentals are expressly prohibited.
- Collision and liability insurance offered by the car rental companies should be purchased if the hospital's insurance coverage does not cover replacement value for rental cars.
- Rental cars must be refuelled before returning the car to avoid extra charges.
- Original receipts for gasoline purchased, parking lot charges and applicable bridge or highway tolls must be submitted with the expense reports.

Personal Vehicles

- Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. 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.
- The hospital assumes no financial responsibility for privately owned vehicles other than paying the reimbursement per kilometre 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.
- When staff uses their own vehicles for hospital business, reimbursement will be in approved kilometre allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.
- Original receipts for parking lot charges and applicable bridge or highway tolls must be submitted with the expense reports.

Reimbursement Rates	\$/km
Kilometre:	\$ 0.40

Taxis

The use of taxis by staff should be reasonable. Original receipts must be attached to the expense report. Examples of when taxis may be appropriate include:

- Situations requiring transportation between stations or airports and hotels or meeting locations;
- At the discretion of a staff member's supervisor.

TRAVEL BY TRAIN

It is expected that the Consultants and Contractors will choose the most economical and direct form of transportation by train. Whenever possible, travel arrangements should be made in advance to ensure availability of economy class seats and the best price.

TRAVEL BY AIR

- It is expected that the Consultants and Contractors will choose the most economical and direct form of transportation by train. Whenever possible, travel arrangements should be made in advance to ensure availability of economy class seats and the best price.
- The original boarding pass/passes and ticket/E-ticket must be attached to the expense report for each segment of travel.

ACCOMODATIONS

- 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.
- Staff will be 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.
- Staff will not be reimbursed for entertainment, laundry services, pay TV or movies, alcohol or special facilities charges (e.g. fitness clubs).
- 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.
- Whenever possible, the most cost-efficient method should be used (e.g. hospital issued cell phones or calling cards) in order to minimize costs.

MEALS

- Staff will be 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.
- 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.
- Gratuities up to 15% will be reimbursed.

- 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 Campbellford Memorial Hospital staff should pay for the meal expenditure.

ALCOHOL

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

RESPONSIBILITIES

Employees and Board Members are responsible for:

- following the rules and guidelines set out in this policy

Supervisors and Managers are responsible for:

- Carrying out any delegated authority and assigned tasks in accordance to the policy,
- Exercising managerial discretion judiciously
- Ensuring there is an appropriate records retention system and that documents, including claims and approvals are maintained and stored,
- Ensuring the staff are aware of the requirements of this policy
- Seeking timely direction when there are questions of application of the policy
- Taking appropriate action in the case of non-compliance.

CEO

- Ensuring the policy's rules and guidelines are implemented and monitored,
- Delegating approval authority to appropriate levels within Campbellford Memorial Hospital
- Ensuring that there is consistent application of the policy
- Ensuring that claims are fully documented

Individuals Making Claims

- Obtain all appropriate approvals before incurring expenses
- Submit original, itemized receipts with all claims
- Submit claims within the same month that the expenses were incurred
- If for some reason the information required above is not available the claimant must submit a written explanation with the claim to provide the approver adequate information for the decision-making process.
- Repay any overpayments
- If leaving employment with Campbellford Memorial Hospital, submit any claims for expenses before leaving.

Individuals Approving Claims

- Approvers must provide approval only for expenses that were necessarily incurred in the performance of Campbellford Memorial Hospital business.

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- Provide approval only for claims that include all the supporting required documentation.
 - Approvers can not approve their own expenses

POSTING OF POLICY

This policy is to be posted on the Campbellford Memorial Hospital website.

Approved: Board of Directors

Date: Sep 2006, Nov 2009 (r), May 2011 (r), Feb 2014 (rc)