

CORPORATE POLICY

BD 9-01

Subject: Board / Committee Member Expense Policy
Date Approved: April 7, 2011
Approved by: MHCP Board of Directors
Initiated by: MHCP Resource Committee
Supersedes: May 6, 2010

PURPOSE

The purpose of this policy is to establish requirements for the reimbursement of board/committee members for expenses incurred while on Mental Health Centre Penetanguishene (MHCP) business. This policy establishes guidelines for travel, meals, and accommodation.

POLICY

It is the responsibility of all board/committee members to ensure practical and economical arrangements for travel, meals, and accommodation, and that these expenditures support attainment of MHCP objectives. Board/committee members will be reimbursed for all reasonable out-of-pocket expenses incurred in carrying out related activities which are authorized and/or endorsed by the board.

Hospitality expenses should only be reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the MHCP is demonstrable. Where hospitality events are extended by MHCP, and where the guests include vendors (current or prospective), Board/committee members are responsible for obtaining prior approval from Materials Management to ensure that the event does not offer, or is not perceived to offer, preferential treatment to any particular vendor.

Board/committee members shall claim all MHCP business related expenses on a *Board/Committee Expense Claim Form*. Such claims must be approved by the Board Chair (or delegate) prior to processing.

The Board Chair's expenses must be approved by the Chair of the Resource Committee (or delegate) prior to processing.

Approvers are prohibited from approving their own expenses, and the expenses for a group can only be claimed individually by the most senior person present.

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Itemized receipts must be appended to all expense claims.

Board/committee should, where possible, use their own means for securing travelling arrangements. Board/committee members will be covered under the corporate insurance plan for all travel within North America.

In approving expense claims, authorizing board/committee members must ensure that:

- All expenses are itemized, reasonable, deemed to have been required to achieve MHCP business objectives;
 - Acceptable proof of payment has been submitted;
 - All receipts submitted are originals and display the time, date and name of the establishment where the expense was incurred - credit card, debit card and hand-written receipts will **not** be acceptable;
 - NOTE: Receipts are **not** required for parking, gratuities or public transportation.
- Practical and economical travel arrangements were made;
- All travel and hospitality expense claims were submitted on a timely basis and no later than fourteen days after the end of the event - this time frame may be extended by the approving authority;

ALLOWABLE EXPENSES:

- Travel
 - Travel costs must be economical unless otherwise authorized by the approving authority;
 - Mileage will be reimbursed at a rate of \$0.40 per km;
 - Only mileage claims in excess of a total 48 km (to and from home/office to hospital) will be reimbursed
 - Other allowable expenses include taxis, shuttles, car rental, local public transportation, and parking.
- Accommodation
 - Eligible accommodation will be a single room at corporate or hospital rates, if available; and
 - Accommodation will not be paid for conferences that are easily reached from the Board members usual place of residence unless approved by the Board Chair.
- Meals
 - Meals **not** covered with conference fees will be reimbursed at \$60 per day maximum for a 24 hour period; and
 - Any daily allowance will be adjusted for meals provided within the conference program and/or paid for through the registration process.
- Hospitality
 - Hospitality requires prior approval of the next senior level of authority not in attendance at the event. Expenses for a group can only be claimed by the most senior person present. Further expenses cannot be claimed by an individual that are

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incurred by his/her approver (e.g a Board member cannot submit a claim that includes the Chair's expenses (e.g. meals) even if they were present at the same event.

- Expenses submission for hospitality for meals must include the names and titles of the persons in attendance, the organizations they represent, and the business reason for the meeting. If the amount per person exceeds the hospital's set meal allowance, an explanation must be provided. Expenses for alcoholic beverages will not be authorized.

- Other

- Business-related expenses during travel, such as Internet Access, Photocopying, fax services, etc.
- Recognition
- Laundry/dry cleaning services – after five business days
- Telecommunications charges
- Gratuities
- Education/conferences/seminars (as sponsored/supported by the board/committee chair)

NON-ALLOWABLE EXPENSES:

- Recreational activities (e.g. video rentals, mini-bars etc.)
- Personal items
- Traffic and parking violations
- Alcoholic beverages
- Expenses incurred by family and friends
- Social events

Financial Services staff will review all board/committee member claims to assess consistency with policy. Overpayments made will be recovered from the board member as a debt owed to the corporation.

CROSS REFERENCE:

Request for Permission to Travel Outside Ontario – AL 3-301-01

Initiated: May 7, 2009

**Revised: May 6, 2010
March 29, 2011**

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