

OPERATIONAL POLICY

RES 2-005-01

Subject: Expenses While Travelling on Hospital Business
Date Approved: April 14, 2009
Approved by: Senior Management Team
Initiated by: Leadership and Partnership Team
Supersedes: October 4, 2007

REASON FOR POLICY

To outline responsibilities when MHCP hospital funds are expended by individuals who are travelling on hospital business.

APPLICABILITY

All employees and volunteers of MHCP.

POLICY STATEMENT

Expenses must be work-related, modest, appropriate and strike a balance among economy, health & safety and efficiency for MHCP operations. The hospital assumes no obligation to reimburse expenses that are not in compliance with this policy. All travel on hospital business must be pre-approved. Authorizing managers are accountable for all expenses approved on behalf of the corporation.

1. Non-Reimbursable Expenses

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

- Recreational activities (e.g. video rentals, mini-bars, etc.)
- Personal items
- Traffic and parking violations
- Alcoholic drinks
- Expenses for friends or family members

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- Social events

2. **Receipts and Reimbursement requirements**

In order for expenses to be reimbursed, the following procedures must be followed:

- Receipts must be original (no photocopies) and detailed with the time, date and name of the establishment plus a detail of the expense incurred.
 - Receipts should not have any extraneous markings (e.g. blacking out line items, circling or highlighting).
- Debit, credit card & hand written receipts will not be accepted or processed.
- Overpayments made will be recovered from the staff member as a debt owed to the corporation.
- All claims must be submitted within fourteen (14) business days from the last day of the travel or event.
- Employee Expense Claim Forms must be completed, approved and submitted to Finance to obtain reimbursement for hospital-related expenses.
 - The entire form must be complete in order for Financial Services to process it (home address, program code and costing and correct delegated authorizing signature)
- Staff shall not approve their own expense claims. The approving authority must be senior to the employee claiming the expense, and he/she must have signing authority for the cost centre applied against.
- When staff travel together, one staff will claim the expense with the original receipt and reimburse the other staff member appropriately.
- Explanations must be provided for any unusual expenses.
- Staff are required to secure their own travel arrangements by whatever means possible (hotel reservation via personal credit card or obtaining a Cheque Prepayment/Advance (see Finance guideline_01-06-01))
- A Statutory Declaration form must be completed in full where receipts are non-conforming or have been lost.
- When staying in a hotel, all meal receipts must be obtained regardless how they appear on the hotel bill.

3. **Accommodation**

Expenses approved for reimbursement include:

- Hotel rooms and applicable taxes
- Accommodation that is located in excess of 80 kilometers from the hospital
- Single rates in a standard room (OHA website has standard information.)
- Private stays with family are encouraged -\$30.00 per night – no receipt is required

4. **Meals**

Meals MUST have a detailed receipt including those shown on a hotel invoice – up to a daily maximum of \$60.00 for three meals. Allocation of the daily maximum can be divided by any number of meals during the 24 hour travel period.

No meal reimbursement for meals purchased within a 24 kilometer radius of the hospital

When on hospital business that is not over a 24-hour period the following meal rates will apply:

- Breakfast - \$8.75
- Lunch - \$11.25
- Dinner - \$20.00

Exception – Patient Escorts: When employees are escorting a patient on an overnight duty assignment, they are allowed to claim the full meal allowance for each normal meal period they are away from the facility. Any missing receipts must be authorized by the Manager and a Statutory Declaration must accompany the Employee Expense Claim form in order to comply with auditing standards.

Exception – Patient Meals: When employees purchase meals for patients while travelling, they should remain within the approved meal amounts if possible; however, if meal costs exceed the approved amounts, staff will be reimbursed for the full amount of the patient's meal with the submission of a receipt. In exceptional circumstances, a senior manager may approve these types of expenses without receipt, however, a Statutory Declaration must accompany any claim that is missing a receipt.

5. Mileage

Employees must obtain approval from the appropriate authority and have determined that no hospital vehicle was available for travel prior to claiming personal vehicle mileage. (See Car Pool Access Policy # RES 2-024-01).

- If Transportation Services is unable to accommodate travel requirements, approval for claiming mileage must be obtained from the authorizing manager. A copy of the notice from Transportation stating they are unable approve the vehicle request must be submitted along with personal vehicle mileage claims.
- **Please note the following exceptions to the above:**
Business related personal vehicle mileage claims will be processed in the following circumstances:
 - Unanticipated/irregularly scheduled short-haul trips between work sites in the Midland-Penetanguishene area.
 - For Outpatient and Outreach teams with fleet vehicles assigned, personal vehicle use will be contingent on an assessment that assigned fleet vehicles are not available. (All transportation logs must be up-to-date for auditing purposes.)
 - Longer trips when the start distance to a destination is closer than that of the hospital and in excess of 24 km from the staff member's original hospital work site.

Every attempt should be made to share vehicles (personal or hospital) whenever possible.

Depending on the length of travel and the request, a rental car may be a more appropriate alternative. Every reasonable effort must be made to have Transportation Services provide a vehicle before personal vehicle use is authorized.

Parking fees will be reimbursed while employees are travelling on hospital business, but receipts must be obtained and submitted, unless receipts are not available (e.g. coin-operated parking lots).

6. Incidental Expenses

While travelling on hospital business, other business expenses (e.g. business calls, photocopying, fax transmissions, internet connections) will be reimbursed. Employees must use the least expensive means of obtaining these services while travelling. Such expenses include:

- Long distance charges from hotel room
- Parking (receipts are not required if unable to obtain)
- Valet parking (must have a receipt or reflected on hotel invoice)
- Gratuities (reasonable amounts for meals, bellhop, hotel room services and taxis will be reimbursed – receipts are not required by expenses, must be reasonable and are to be identified separate in the expense claim)
- Dry cleaning & Laundry services if on extended travel away from the hospital for more than five days in a row
- Business expenses such as computer access charges, photocopying, facsimile transmissions etc.

7. Submitted Travel Claims

Travel expenses such as air, train, bus or other transportation are allowable.

- Employees must verify the business related expenses and provide descriptions for expenses claimed, including an explanation when claiming expenses for another employee/patient.
- Employees must attach original receipts (including boarding passes) to support expense claims unless otherwise specified in this policy.
- Employees must submit travel claims within fourteen (14) business days from the last day of the travel or event.
- Failure to submit claims in a timely fashion may result in non-payment.

Expense claims under \$50.00 that do not include mileage, may be submitted via either a "Statement of Travel Expense" or a "Petty Cash Form" to the Cashier for immediate payment.

Expense claims are over \$50.00 and/or those that include mileage, must complete be submitted via a "Statement of Travel Expense" form and to Financial Services for payment.

All forms may be accessed on PenNIE under "Finance" then "Financial Forms."

Initiated: Administrative Directive #34

Revised: July 1988 – Converted to Policy # RES 2-005-01
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