



# Timmins and District Hospital

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Policy Name: Travel Policy			
Policy No.:		Approved Date:	June 2010
Lead /Approving Director: Chief Financial Officer		Reviewed Date:	
		Revised Date:	July 26, 2011
Documents Replaced (if any):			

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**Preamble:** Policies are related to the Hospital's mission, vision, values, philosophy and objectives. They make broad statements and aid in decision-making. They prescribe limits, pinpoint responsibilities and accountabilities and are interdisciplinary in nature.

**Name of Policy: TDH Travel Policy**

**Purpose:** To ensure reasonable approved Hospital business travel expenses are reimbursed to employees and Hospital Board of Directors.

**Distribution/Practice Setting – All employees, Hospital Board Members**

**Policy:**

The Hospital will reimburse reasonable approved Hospital business travel expenses of members of the Hospital's Board of Directors and employees who may from time to time travel in the service of the Hospital. Whenever the word "employee" is used in this policy it is understood that it also means "a member of the Hospital's Board of Directors".

Reimbursable Hospital business expenses should:

- Be work related;
- Be modest, appropriate and reasonable;
- Be based on the least costly method of travel available while meeting the employee's and Hospital's needs efficiency and health and safety,
- Be submitted in a timely fashion in the form and manner described herein and,
- Pertain only to travel that is pre-approved.

## **DETAILS OF POLICY:**

The employee's immediate supervisor is responsible for approving reimbursement as allowed and outlined in the following details. The Hospital will reimburse the following types of expenses associated with the travel:

### **a) Registration Fee:**

Original receipts must be provided. Employees should take advantage of early-bird registration and other discounts whenever possible.

### **b) Accommodations:**

Necessary single room hotel accommodation will be reimbursed. Original receipts must be provided. When accompanied by a spouse, the employee must determine the added cost of double occupancy and make an appropriate reduction on the hotel bill submitted for reimbursement. Employees should make every effort to minimize costs incurred for accommodation by arranging appropriate travel plans, considering proximity to course/conference location, airport, public transportation and other pertinent considerations.

A room reservation that needs to be cancelled should be done with as much notice as possible in order to avoid or minimize cancellation charges.

### **c) Meals:**

- i) Employees are reimbursed for reasonable meal expenses incurred while the employee is away from his/her place of work on hospital business.
- ii) Employees should, as much as possible, respect the daily meal reimbursement limits noted at the bottom of this section. The hospital recognizes that these limits may not be sufficient for all travel locations. The employee's immediate supervisor, at his/her discretion, can approve reimbursement that exceeds these limits when circumstances warrant such approval. Employees are encouraged to discuss this with their immediate supervisor prior to departure if the employee expects that the reimbursement limits will be problematic.
- iii) Claims for reimbursement of meal expenses must be supported by original, itemized receipts. Debit/credit card receipts will not be considered as valid meal expense receipts.
- iv) Reasonable gratuities in relation to meal expenses will be reimbursed.
- v) No reimbursement will be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation or conference registration fees.
- vi) When an employee is pre-authorized to pay for meals of others, the employee must include (on the original meal receipt) a brief explanation of the event and a list of others for which reimbursement is being claimed.
- vii) Costs incurred for alcoholic beverages will not be reimbursed.

Meal Reimbursement Limit Guideline - Full Day - \$60.00 [\(April 1, 2010\)](#)

Meal Reimbursement Limit Guideline - Part Day - \$30.00 [\(April 1, 2010\)](#)

#### **d) Transportation:**

The mode of transportation chosen should 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.

##### **i) Travel by Vehicle**

- a. When automobile travel is considered to be the best mode of transportation, employees are encouraged to rent a vehicle when the distance/days of travel would make this option more economical.
  - i. Employees should rent appropriate vehicles based the number of passengers, expected weather and/or road conditions and any other safety concerns;
  - ii. Vehicle rentals must be coordinated through the Hospital's purchasing department;
  - iii. Collision and liability insurance offered by the rental company must be purchased if and as recommended by the Hospital's purchasing department;
  - iv. Any reimbursable costs (fuel, oil, parking, tolls, etc.) associated with the rental of the vehicle must be supported by receipts.
- b. If travel is by personal automobile, subject to the conditions below, an automobile allowance will be paid at the mileage rate specified by the Hospital. (\$0.45/km – April 1, 2010)
  - i. Personal vehicles used on Hospital business must be insured at the owner's expense for personal motor vehicle liability. Personal motor vehicle liability coverage must be no less than \$1,000,000. Drivers must satisfy themselves whether their insurance coverage should include business use of their vehicles. The Hospital will not reimburse costs of collision and liability coverage.;
  - ii. The Hospital assumes no financial responsibility for privately owned vehicles (other than paying the mileage 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 an accident or collision.;
  - iii. Any reimbursable costs for parking or tolls must be supported by receipts.
  - iv. The Hospital will not pay for any tickets or citations issued for parking or moving violations that occur while on hospital business.

##### **ii) Travel by Air or Train**

- a. Employees travelling by air or train should travel economy class unless a higher class is pre-approved by your Manager;
- b. Every effort should be made to book travel well in advance to take advantage of the lowest fares possible;
- c. Air travel bookings should be arranged through the Hospital's Administration department or any other designated department as approved by the CEO;
- d. Original tickets must be provided with your expense report and should be supported by boarding passes or e-tickets when available.

**e) Miscellaneous:**

**i. Tips & Gratuities:**

Reasonable and necessary gratuities for service attendances and portering are reimbursable. Meal tips (up to a maximum of 15%) are to be included with claims for meals.

**ii) Taxi/Limo/Bus Fares:**

Taxi or transportation services required in the course of hospital business are reimbursable. Original receipts must be provided.

**iii) Parking:**

Reimbursable when incurred on Hospital business. Original receipts must be provided.

**iv) Telephone, photocopying, faxing, internet:**

All charges for hospital-related business are reimbursable. Reimbursement will be made for reasonable costs for necessary personal calls home for each night away. Employees are encouraged to use personal/ hospital calling cards to minimize hotel charges for telephone services. Original receipts must be provided.

**v) Personal Entertainment:**

Charges for personal entertainment are not reimbursed. This would include items such as in-room movies, theatre tickets, sporting event tickets, etc.

**vi) Incidentals:**

Charges for other expenses incurred while on Hospital business will be considered on an individual basis. This may include items such as laundry or dry cleaning services during extended periods of travel and personal items required when luggage is lost or late in arriving.

**vii) Travel Advances:**

If necessary, travel advances are available for those traveling on Hospital business. Advances should be a reasonable estimate of costs that will be incurred. Requests for an advance must be approved by your Manager and submitted to the Finance Office a minimum of 10 business days before the travel date.

In the event the travel advance exceeds actual costs incurred, the outstanding advance must be reconciled within one (1) month from the date of the original meeting or event for which the advance was issued.

**viii) Loyalty Rewards:**

Any hospital loyalty rewards that can be accrued directly to the hospital as a consequence of Hospital-paid travel, should be accumulated for purposes of defraying hospital expenses, etc. Where this is not applicable or available, personal loyalty rewards (eg. Air Miles, Aeroplan points, etc.) may be claimed by a person traveling on Hospital business provided no additional cost or loss of other benefit to the Hospital results from the reward. These personal loyalty rewards may be used by the individual. Personal loyalty reward plan membership or affiliation fees are not reimbursable by the Hospital.

**ix) Other:**

Where a number of staff members are attending the same function, shared travel should be used where practical.

Alternate travel routes may be utilized provided the cost does not exceed direct travel route costs to and from the home community of primary residence or place of employment, and that the Hospital does not incur additional costs as a result.

In the event there are multiple purposes for travel and other sources for reimbursement are available, travel expenses should be proportioned appropriately so that the Hospital does not bear full or additional expenses.

Expenses related to required travel for the day prior to and/or subsequent to the meeting or event may be approved when appropriate.

**f) Local Travel:**

Staff may be reimbursed by the Hospital at the mileage rate in effect for use of personal automobile while on Hospital business. Employees on call or stand-by will be allowed automobile allowance at the rate in effect (unionized employees will receive the rate identified in their collective agreement where applicable) or taxi fare.

**g) Travel Claims:**

Travel claims should be submitted on a timely basis.

Travel claims will normally be submitted to the Manager to whom a staff member reports. Board members should submit their claims to the Board Chair or to the CEO.

**h) Rates Used In This Policy:**

All rates referred to in this policy are subject to regular review and adjustment. Reviews shall be done on an annual basis at a minimum.

**i) Exceptions:**

Any exceptions to this policy require prior approval from the Board Chair for Board members and the CEO or from the CEO or designate for staff.