

	MANUAL CORPORATE	Section ADMIN	Pages 1 of 13	Number 002-ADM
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<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus		

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1.0 Purpose and Scope

St. Joseph's Healthcare Hamilton (SJHH) is committed to the responsible use of the organization's resources. Prior to choose the option to travel for business purposes, other options such as teleconferences and video teleconferencing must be explored. Employees of SJHH will be reimbursed for expenses incurred while carrying out Employer business and are expected to conduct all authorized business in the most efficient and economical manner available.

Scope

This policy is intended to clarify:

- The responsibilities of the Employer and Employee with regards to travel undertaken and expenses incurred by employees on behalf of SJHH
- Expenses that are eligible for reimbursement when an employee travels on SJHH business
- The procedures employees must follow when they intend to seek reimbursement for eligible expenses

2.0 Definition

- **2.1 Hospitality expense** – is the provision of food, beverage, accommodation, transportation and other amenities to people who are not engaged to work for SJHH (ie staff, Board members, consultants and contractors are considered engaged to work for SJHH)

4.0 Policy:

4.1 Responsibilities

4.1.1 Approval Authority

- The following Accountability framework identifies the authority levels for approval of travel and expense claims.

Claims Applicant	Authority Approval Level
Supervisors/Coordinators and Front Line Staff	Manager
Management Group	Immediate Supervisor (Director or Vice President)
Directors	Immediate Supervisor (Vice President or President)
Vice President	President
President and CEO	One Board Member
Board Member	Board Chair

- The following Accountability framework identifies the authority approval by levels for destination points.

Destination for Travel	Minimum Level of Authority
Within Ontario	Management Group
Within North America	Program Directors
Outside of North America	President

4.1.2 Employer's Responsibility

- SJHH is responsible for maintaining appropriate controls and checks as part of its accountability
- Wherever possible, the hospital procurement card should be used for the payment of expenses. All claims must be accompanied by **original receipts**. (not credit card slip or the copy of your credit card statement). The use of personal credit cards is discouraged.

- The authorized approving officer is responsible for ensuring that claims are for legitimate activities, are within the conditions of the Travel and Expense Policy and are being charged to an appropriate account. Authorized approving officers may include management level staff, up to and including the Chief Executive Officer of SJHH.
- SJHH reserves the right to deduct from the claim any expenses deemed inappropriate, unauthorized or unsubstantiated by proper receipts in accordance with the present policy.
- SJHH will not reimburse claims submitted where the transaction date (date the expense was incurred) exceeds three months.
- No person shall authorize any expense that may confer a benefit on that same person

4.1.3 Employee's Responsibility

- The Employee is responsible for ensuring that claims for reimbursement are accurate, conform to SJHH's Travel and Expense Policy and Procedures, conform to any funding agency rules, and that all expenditures are supported by **original receipts as required**
- The Employee is responsible for seeking authorization from his/her Director/Manager, in advance of their travel dates for all travel, including the type of transportation and accommodation
- It is the responsibility of the employee to follow the procedures outlined in Appendix B and Appendix C when seeking reimbursement for travel expenses
- The Employee is required to submit reimbursement claims within fifteen (15) working days and not later than three (3) months from the travel date. Expenses submitted beyond three month timeframe will not be reimbursed.
- While this policy addresses the maximum amounts that SJHH will pay for travel expenses, the employee may choose to upgrade at his/her own expense. If travel expenses are to be paid directly by the Employer, the difference in cost must be submitted to the Employer at the time of booking
- Employee is responsible for repaying any overpayments to SJHH as this is considered a debt owing to the organization.
- Employee is responsible for submitting all claims for expenses prior to leaving employment. No expenses will be paid after the termination date of an employee

4.2 Allowable Expenses

4.2.1 Transportation

(a) Transportation - General

- In all cases the most economical means of transportation should be taken. Group transportation should be arranged whenever possible. Daily commuting is normally expected for events where the return mileage is 200 kilometres or less. A kilometric chart, which provides distances between frequently travelled sites, can be found in Appendix "A". Map distances will prevail in all other cases
- Should an alternative form of transportation or route be chosen for personal reasons, the employee will be reimbursed to a maximum of what would have been incurred using the standard/or most economical form of transportation and/or more direct route to a given destination

(b) Transportation - Air

- Use air and rail sparingly. Always make sure travel is necessary and explore other options such as teleconferences and video conferencing.
- The cost of coach class airfare is eligible for reimbursement. Employees must obtain the lowest available fare.
- Original ticket stub, electronic air travel, boarding passes and invoices must be submitted along with the invoices/itineraries from travel agency.
- Claims for First Class and Business Class travel will be reimbursed at the coach rate unless special circumstances so warrant
- Financial penalties which apply to changes and cancellations of non-refundable tickets are reimbursed if the change is required to conduct Hospital business. These penalties will not be reimbursed if changes or cancellations are made for personal reasons
- Unused tickets or any portion thereof must be returned to your travel agency as soon as possible for proper credit and processing. It is the responsibility of the Employee to pursue credit for any unused refundable tickets
- Airfare cancellation insurance is not reimbursable

(c) Transportation - Ground

TRAIN

- Use air and rail sparingly. Always make sure travel is necessary and explore other options such as teleconferences and video conferencing.
- For travel within the Greater Toronto Area, the cost of Go Transit train and bus fares are eligible for reimbursement
- Original ticket stub is required must be submitted along with copies of invoices/itineraries from travel agency.
- For travel outside of the Greater Toronto Area, the cost of Comfort Class (Economy) train fare is eligible for reimbursement

AIRPORT TRANSPORTATION SERVICE

- For transportation to and from airports, the most economical method of transportation should be utilized. Methods of transportation may include a car service, fixed rate taxi, or bus service.
- Hotel shuttle services (to/from airport) are to be used when available.

RENTAL VEHICLE

- Car rental bookings can be made by the Employee or with the assistance of a travel agency. Use compact or intermediate size cars. In very special circumstances, a four wheel drive vehicle is acceptable; sharing the vehicle with colleagues is strongly encouraged to minimize costs.
- Employees are encouraged to purchase the daily vehicle insurance coverage offered by the vehicle rental agency
- Employees travelling on Employer business must remember to refuel their rental car prior to its return and save the gas receipts for reimbursement

PRIVATE VEHICLE

- Mileage may be reimbursed when a private vehicle is used for Employer business. The mileage allowance is to cover the cost of fuel, depreciation, maintenance, repairs and insurance
- The current rate of reimbursement for mileage can be found in Appendix "A"
- Mileage will be calculated at the current approved rate. A kilometric chart, which provides distances between frequently traveled sites, can be found in Appendix "A". Map distances will prevail in all other cases. (Finance will maintain a standard map/KM chart)
- The cost of transportation between an employee's residence and any of the SJHH sites is not reimbursed

- When travel begins at the employee's residence and is not to one of the SJHH sites, the distance reimbursed is the distance to from SJHH to the travel destination or from the employee's home to the destination, whichever is less
- All reasonable parking expenses will be paid. Receipts should be attached to the expense statement. Parking meter charges are reimbursable without receipts
- Parking and traffic fines are not reimbursable expenses
- Employees using their vehicles for Employer business are responsible for ensuring that they have appropriate insurance coverage including an adequate amount of coverage for business use. A minimum of one (1) million dollars liability coverage is recommended
- Using private car as opposed to rented car, train or airplane cannot exceed the cost of any of these alternative types of transportation.
- Deductibles are not reimbursed

EXPRESS HIGHWAY TOLLS

- Toll charges will be reimbursed only where an employee seeks approval in advance from the authorizing officer, or submits a receipt with accompanying documentation to support their claim
- In exceptional circumstances, toll charges may be reimbursed at the discretion of the approving officer

4.2.2 Accommodations

(a) Accommodations - General

- Under normal circumstances, accommodations are not necessary for round trip destinations of 100 kilometre distance radius of the Hamilton city centre or the Employee's residence
- In exceptional circumstances, an employee may have a need to stay overnight. Exceptional circumstances may include:
 - Situations where travel is considered unsafe; or
 - Where a conference exceeds two days; or
 - Where evening sessions are part of the conference schedule; or
 - If the conference/event starts early (e.g. 8 am)

- The type and location of accommodations is based on cost and practicality. Reasonably priced single standard room rate should be requested
- It is recognized that certain circumstances may influence which hotel is used (e.g. conferences)
- Employees travelling with other members of the organization are not required to share accommodation
- Reimbursement is limited to a single standard room rate per traveler. Employees sharing accommodations with non-employees are responsible for paying the difference between single and double rates
- If hotel reservations must be cancelled, it is the responsibility of the employee to make sure that cancellation is made in advance so that "no show" charges will not be incurred
- Room service, cleaning costs, entertainment and other incidental charges are considered to be personal expenses and are not reimbursable
- Standard tips and gratuities are reimbursable, but must be documented on the expense report
- A copy of the hotel bill must be attached to the expense report

(b) Accommodations - Gratuitous

- The Hospital recognizes that gratuitous accommodation (i.e. staying with family, friends, etc.) assists the traveler and the Hospital in maintaining low travel expenses
- The maximum reimbursable rate for gratuitous accommodations, when traveling on approved Hospital business, is found in Appendix A
- Receipts for gratuitous accommodations are not required
- This accommodation allowance is payable to the Employee only, not to the lodging host

4.2.3 Meal Allowance

- Individuals will be reimbursed for actual cost of meals, including gratuities, when traveling on Hospital business up to the maximum fixed daily allowance, as indicated in Appendix "A". All such claims must be accompanied by original receipts.

- Meals that occur as part of a meeting with external party are permissible. Meals consumed during a meeting with hospital staff only are not eligible for reimbursement unless for the purposes of reward & recognition.
- Group Meals – all individuals covered by the expense must be identified by name on the reverse side of the receipt. The date and reason for the meal must also be indicated on the receipt. The actual cost of the meal will be reimbursed up to the maximum allowable per person as indicated on Appendix A. If the claim exceeds the limit, the difference will be deducted from the claimants form. In this situation the claimant must be the highest ranking position at the group meal.
- When an expense is incurred where a group of SJHH employees are present, the SJHH employee with the highest ranking position must claim and submit the original receipt for approval to their immediate supervisor.
- Employees on overnight travel are reimbursed for meals as follows:
 - For part days of travel, reimbursement is made for each meal up to the maximum daily amount indicated in Appendix "A"
 - For full days of travel, reimbursement is made for each meal up to the maximum daily amount indicated in Appendix "A"
 - There are no per diem meal allowances; original receipts must accompany all reimbursement requests
 - Payment will not be made for costs in excess of the daily amount
- On travel days, breakfast is reimbursed if the time of departure is two (2) hours prior to regular work hours. Dinner is reimbursed if return time is two (2) hours after regular work hours
- Reimbursement requests for actual meal costs without receipts will not be processed
- Meals will not be reimbursed when:
 - there is no overnight stay involved; or
 - it is possible or practical for the employee to provide their own meals; or
 - meals are provided by a carrier; or
 - meals are included in the conference registration fees or accommodation costs
- Additional costs associated with room service are not reimbursed
- The cost of alcoholic beverages is not reimbursable under any circumstances with meals or travel.
- When an employee 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

- For non North American travel only, reimbursement in excess of this maximum will be made if the actual expenses are reasonable in the opinion of the department head and proper receipts are submitted for all expenses. Approval of these expenses in excess of the maximum fixed daily allowance will be made on an individual basis, subject to their merits and general policy for reimbursement of allowable expenses

4.2.4 Medical Insurance

- Fulltime SJHH employees who have elected Semi-Private and Extended Health Care group benefits coverage have coverage for in country travel subject to the group insurance contract provisions

4.2.5 Out of Country Travel

- Persons travelling outside of Canada may be reimbursed for expenses if they were specifically incurred and necessary for their travel
- Such expenses include, but are not limited to, the costs of:
 - Immigration visas/ Immunization vaccinations for travel outside of North America
 - Currency exchange on eligible expenses
 - Airport/departure taxes

Receipts are required for reimbursement. When claiming expenses, the cost of the expense and the currency used must be stated. The exchange rate will be calculated by accounts payable unless proof of the exchange rate is provided. The exchange rate should be the applicable rate on the transaction date. When possible, a copy of the cardholder's statement should be provided to support the exchange rate

Note: All expenses associated with obtaining and/or renewing a valid passport are the responsibility of the Employee and are not eligible for reimbursement

4.2.6 Hospitality Expenses

- Hospitality expense claims resulting from the interaction with those engaged to work for SJHH is prohibited. (ie staff, Board members, consultants and contractors).
- Hospitality expense claims are reimbursable for those who are not engaged to work for SJHH.

4.2.6 Other

- The specific nature of miscellaneous expenses are to be detailed on the Expense Report and original receipts must be provided

- Such expenses include, but are not limited to, the costs of:
 - Fax and e-mail charges
 - Reasonable laundry/Dry Cleaning (after seven (7) consecutive days of travel)
 - Transaction fees levied by a travel agency
 - Reasonable telephone charges*
 - Any travel expense related to physical/medical disabilities of the employee

* Payment of personal telephone call expenses is at the discretion of the approving officer.

4.3 Expenses Not Allowable

Inclusive but not restricted to:

- Annual fees or finance charges for personal credit cards
- Claims for loss of personal effects, medical and hospital treatment, for the purchase of travel accessories (e.g. luggage, clothing etc...)
- Personal services such as shoe shines, valet, laundry etc...
- Personal entertainment charges
- Baby sitting
- Pet care expenses
- Mini bar/fridge in hotel room

4.4 Other Travel Situations

- Employees may wish to extend the duration of a trip and reduce the cost of airfare. This practice is acceptable provided that the transportation savings are greater than the increased costs of accommodation and meals. Any loss of workdays due to "extended" travel must be charged to the employee's vacation entitlement and must be approved in advance by the authorizing officer
- Spouses and common-law partners may travel with employees. However, no costs associated with that travel are reimbursed or should be charged to a hospital procurement card (as per policy 101-ADM)

5.0 Procedure

5.1 Procedure for Booking

The procedure to be followed when making arrangements for travel on Hospital business which is paid for in whole or in part by the Hospital as follows:

- a) Employees are responsible for booking their own travel itinerary. Unless otherwise notified, tickets will be delivered to the Hospital Information Desk. It should be clearly stated that the employee is travelling on Hospital business
- b) Employees are responsible for arranging payment with a SJHH Procurement Card. Where an employee is required to make payment for their own travel itinerary, costs will be reimbursed through the usual expense report method. Only reasonable economy class expenses will be authorized unless otherwise justified.
- c) Where employees are aware of special travel discounts it is their responsibility to notify the Travel Agency.

5.2 Preparation of Expense Statements

- a) An estimate of expenses should be submitted to the approving officer in advance for all trips
- b) A travel expense form must be completed for all expenses being claimed
- c) All expenditures must be detailed and terminology such as "sundries", "petty expenses", and "miscellaneous" cannot be accepted
- d) Receipts where customarily rendered e.g. hotels, motels, air fares, off street parking, registration fees, etc. should be attached to the claim form
- e) Cash advances for expense claims must be approved by the Deputy CFO and/or Manager of Accounts Payable.
- f) Expense vouchers must be authorized by the employee's immediate supervisor, before submission to the Finance Department.

7.0 References:

Broader Public Sectors Accountability Act 2010 Part IV Expense Claims: Allowable Expenses

8.0 Sponsors:

Laura Rullo, Manager Payroll Services and Accounts Payable
Sonia Browne, Deputy CFO

11.0 Attachements

Appendix A: Mileage and Meal per diem.

Mileage

- SJHH's mileage rate for travelling on employer business is **\$0.40** per kilometre.

Authorized distance for vehicle travel between SJHH campuses and other Hospitals/Locations (one way):

SITE to SITE	Distance in Km One Way
Charlton – West 5th	1.50
Charlton – King Campus	12.30
Charlton - Hamilton General	4.80
Charlton – Henderson	2.60
Charlton – McMaster	5.80
Charlton - Chedoke	4.80
Charlton - Mohawk College	1.90
Charlton - St. Peter's Hospital	5.10
Charlton - Oakville Warehouse	31.00
Charlton - Hamilton Eaton Centre	1.38
Charlton - Joseph Brant Hospital	16.96
Charlton - West Lincoln Hospital	30.20
Charlton - St. Joseph's Health System (Motherhouse)	7.60
Charlton – St. Joseph's Lifecare Centre, Brantford	37.50
Charlton – St. Joseph's Villa, Dundas	9.00
Charlton – St. Joseph's Health Centre, Guelph	54.00
Charlton – St. Joe's Home Care, Hamilton	3.00
Charlton – St. Mary's General Hospital, Kitchener	67.00
West 5 th - Charlton	1.50
West 5 th - King Campus	13.80
West 5 th - Hamilton General	6.30
West 5 th - Henderson	4.10
West 5 th - McMaster	7.30
West 5 th - Chedoke	6.30
West 5 th - Mohawk College	.40
West 5 th - St. Peter's Hospital	6.60
West 5 th - Oakville Warehouse	31.50
West 5 th - Hamilton Eaton Centre	1.46
West 5 th - Joseph Brant Hospital	17.20
West 5 th - West Lincoln Hospital	28.19

West 5 th – St. Joseph’s Health System (Motherhouse)	8.50
West 5 th – St. Joseph’s Lifecare Centre, Brantford	35.60
West 5 th – St. Joseph’s Villa, Dundas	10.00
West 5 th – St. Joseph’s Health Centre, Guelph	55.00
West 5 th – St. Joe’s Home Care, Hamilton	4.00
West 5 th – St. Mary’s General Hospital, Kitchener	68.00
King Campus- Charlton	12.30
King Campus- West 5th	13.80
King Campus - Hamilton General	15.39
King Campus - Henderson	11.58
King Campus - McMaster	13.40
King Campus - Chedoke	17.20
King Campus - Mohawk College	13.70
King Campus - St. Peter's Hospital	9.50
King Campus - Oakville Warehouse	30.34
King Campus - Hamilton Eaton Centre	12.50
King Campus - Joseph Brant Hospital	14.72
King Campus - West Lincoln Hospital	17.52
King Campus – St. Joseph’s Health System (Motherhouse)	25.00
King Campus – St. Joseph’s Lifecare Centre, Brantford	47.80
King Campus – St. Joseph’s Villa, Dundas	32.50
King Campus – St. Joseph’s Health Centre, Guelph	72.00
King Campus – St. Joe’s Home Care, Hamilton	11.00
King Campus – St. Mary’s General Hospital, Kitchener	85.00
Charlton – St. Joseph’s Healthcare Hamilton, Charlton Site	
West 5th – Centre Mountain Health Services, Mountain Site	
King Campus – Centre for Ambulatory Services, Stoney Creek	
The above mileage is based on parking lot to parking lot with the addition of 2/10ths Km per trip to allow for exiting parking lot, and finding of parking place.	
All mileage is based on the most direct route (main arteries) and does allow for short cuts i.e. side streets, etc.	

Accommodation - Gratuitous

- The maximum reimbursable rate is \$20.00 CDN per night

Meal Allowance

- The Fixed Maximum Daily Meal Allowance amounts eligible for reimbursement are as follows:
 - Canada \$70.00 CDN (\$15 Breakfast, \$20 Lunch, \$35 Dinner)
 - Outside Canada \$70.00 USD (\$15 Breakfast, \$20 Lunch, \$35 Dinner)

NOTE: Where some meals are provided (e.g. a carrier, at a conference), the Fixed Maximum Daily Meal Allowance amount will be reduced by the amount equal to the meal provided (i.e. lunch is provided at a conference, reduce Maximum Daily Meal Allowance by \$15)

