



TITLE: Travel

MANUAL: Finance

SECTION: N/A

APPROVED BY: Senior Management Team

POLICY

The purpose of this policy is to provide rules and principles for reimbursement of expenses to employees, consultants and contractors who travel on North Shore Health Network (NSHN) business in a fair and reasonable manner. All expenses must support business objectives.

This policy will outline expenses eligible for reimbursement of travel and hospitality expenses while taking into consideration NSHN’s responsibility for the use of public funds.

SUPPORTIVE DATA

The Broader Public Sector Accountability Act, 2010 and its directives were used to develop this policy. It restricts the type of expenses that can be claimed along with the public reporting of such expenses.

ROLES AND RESPONSIBILITIES

The Responsible Authority or his/her Delegate is responsible for implementing and maintaining this policy/procedure/protocol. Workers, Managers, and specific Departments may also have roles and/or responsibilities outlined in this document.

I. Workers/Contractors/Consultants

- Behaving as a representative of NSHN at all times;
- Adhering to the *Code of Conduct*;
- Obtain proper authorizations;
- Retain all original and itemized receipts;
- Complete all necessary forms as outlined in this policy;
- Submit claims as soon as possible or as required by this policy.

II. Managers

- Reviewing and approving all travel expenses submitted by the employee ensuring:
 - The expenses were necessarily incurred in the performance of the NSHN business;
 - All claims include all appropriate documentation (eg. original itemized receipts, correct forms);
 - All claims are added correctly; and
 - They do not approve their own expenses.
- Providing guidance to employees regarding appropriate types and levels of expenses.

III. Finance Department

- Ensuring that travel expenses are properly authorized and paid within three weeks of receipt of claim.

PROTOCOLS

Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

Employees travelling on NSHN business are representing NSHN. They are expected to comport themselves as per the NSHN's Code of Conduct and behave ethically at all times.

All procedures must be followed to be eligible for reimbursement of travel expenses to:

- Employees
- Consultants engaged by NSHN
- Contractors engaged by NSHN

This policy will be publically available on the NSHN website.

The expenses reimbursed to a Senior Manager will be publically available on the NSHN website.

Allowable Travel Expenses

NSHN recognizes the following as normal travel expenses:

- Economy class air fares/train or bus tickets to the place of destination or if the estimated costs are expected to be less, a rental car for travel to the place of destination;
- Airport fees;
- Standard room lodging in the place of destination;
- Personal meals (not to exceed \$75 per day) and associated tips (not to exceed 20% of meal cost);
- Snacks and non-alcoholic beverages (not to exceed \$10 per day);
- Telephone calls to home of a reasonable duration and telephone calls to NSHN;
- Taxi fares to and from destinations within a city and associated tips (not to exceed 20%) or, if the estimated costs are expected to be less, a rental car in the destination city;
- Parking (not to exceed 15% of hotel rates if no receipt is available); and
- Gasoline charges in the case where a rental car has been deemed appropriate (for use of personal car for business travel, see below).
- Fees for one baggage.

The Health Centre does **not** reimburse employees for:

- Entertainment in the place of destination (including, but not exclusively, in-room movie, courtesy bar);
- Personal telephone calls;
- Alcoholic purchases other than one drink with dinner;
- Upgrades to higher classes of service for air or train travel;
- Fines for traffic or parking violations;
- Personal items of any nature including clothing or toiletries;
- Additional expenses related to travelling with a spouse or other guest;
- Fees for excess baggage or baggage handling.

Client Entertainment/Hospitality

Senior Managers may be required to participate in entertainment activities such as meals, social events and the like for Public Relation purposes. These activities may include those other than employees,

consultants or contractors of NSHN. NSHN will reimburse the Senior Manager for these expenses. If the entertainment/hospitality expenses include more than one glass of alcohol per person, approval will be required by a majority vote at a Senior Management Meeting. A limit on the amount of the expense and alcohol will be provided as part of the approval.

Gifts in Lieu

When an employee travelling on NSHN business has an opportunity to lodge with a friend or relative and in doing so will reduce the overall cost to NSHN, a gift in lieu may be purchased at NSHN’s expense. The gift should have a value of no more than \$50/day and can include the purchase of alcohol. All receipts for gifts must include written documentation of who the gift is for and what the relationship is to the employee.

Use of Personal Car for Business Travel

An employee has the option of using their personal car for business travel as long as the following conditions are met:

- The employee must have insurance coverage of at least \$1,000,000 for both personal injury and third party liability;
- The cost of the trip will not exceed the costs of using other forms of transportation;
- NSHN reimburses mileage at a rate of \$0.45 per kilometre;
- NSHN will reimburse mileage departing from the lesser distance of NSHN or the employees home;
- NHSN will reimburse parking fees (not to exceed 15% of hotel rates if not receipt is provided).

Pre-Authorization of Expenses

An Education/Travel Request form (Attached) is required for all travel of an educational nature prior to making any arrangements.

Education/Travel Request form must be completed and submitted to the employee’s senior manager. Once approved or denied by a majority vote of the Senior Management Team, the Education/Travel Request form is provided to the Finance Department for a tracking number. Once a tracking number is obtained, the form is returned to the employee.

Travel for meetings not for educational purposes, requires the claimant’s manager’s verbal approval. Frequent travel required in order to perform the duties assigned to the employee must be discussed between the manager and the employee upon hiring or when a change in duties occurs that would require frequent travel. Frequent travel will require quarterly claims submitted no later than one month following the quarter. More frequent claims are welcome. The quarterly periods are:

Claim Period	Submitted no later than:
April to June	July 31
July to September	October 31
October to December	January 31
January to March	April 30

Travel Expense Advance Request

- All Travel Expense Advance Requests must be completed in writing (3) weeks prior to the payment of travel expenses or travel dates for educational purposes only.
- Any quotes or documentation for all expenses requested must be submitted with your reasoning. Only a portion of mileage and \$50 per day for meals will be given in advance. The amounts requested for the

travel advance must be approved by the employee's manager.

- The claimant is responsible for any monies received in advance and must understand that these funds will be deducted from the total expenses.
- A Travel Expense Form must be completed upon your return and if the advance is more than the total expenses, the balance of the monies will be repaid at the time of the final Travel Expense Form submission.

Documentation of Travel Expenses

- NSHN requires all receipts to be retained and submitted with a Travel Expense Report (attached) with the appropriate authorization to the Finance Department. The Education/Travel Request form along with the tracking number must accompany the expense claims.
- The claimant must submit original, itemized receipts (credit card slips are not sufficient). If an itemized receipt is not available, a written explanation must be submitted to explain why the receipt is unavailable and a description itemizing and confirming the expenses must be provided.
- All travel expenses must be approved by the employee's manager. In the case of the CEO travel expenses, the Chief Financial Officer will approve the expenses.
- Expenses for a group must be claimed by the most senior person present as the expenses cannot be claimed by the person approving the expense.

Payment of Tuition/Registration Fees

- Cheque payments for tuition/registration fees are submitted to the Finance Department on an Accounts Payable Requisition form along with one copy of the Education/Travel Request form that contains the tracking number.
- Visa payments for tuition/registration fees are submitted to Materials Management (Purchasing) on a Purchase Order Requisition form along with one copy of the Education/Travel Request form that contains the tracking number.
- If tuition/registration fees must be done immediately, the claimant can pay the fee and submit for reimbursement to the Finance Department. An Accounts Payable Requisition form must be completed along with an itemized receipt and one copy of the Education/Travel Request form that contains the tracking number.

Travel Time

If the travelling occurs during the employees regular working hours then no additional travel time is claimed. If the employee is travelling during off-hours and the distance exceeds 200km one way, they will be allowed to claim half (½) of the travel time at straight time.

INFORMATION MANAGEMENT

I. Definitions (NOTE: For a list of definitions not included here within; see the *NSHN Master Definitions* document.)

Kilometers

refers to the payment NSHN makes to its employees for use of their own personal vehicles based on a flat rate per kilometres travelled on NSHN business (also referred to as "mileage"). The kilometre flat rate is calculated to reimburse not only gas, but also a fair share of wear and tear on the vehicle.