

## Travel Expense Policy

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### Standard Statement:

In order to maximize the provision of quality patient care, Sioux Lookout Meno Ya Win Health Centre (SLMHC) recognizes its responsibility to foster a workplace centered on compassion, respect, quality and teamwork through the pursuit of Excellence Every Time.

### Policy/Procedure:

SLMHC recognizes the requirement for occasional work-related travel and will reimburse staff for reasonable and actual expenses incurred while on hospital business.

Adherence to the guidelines within will ensure the timely reimbursement of costs associated with work-related travel and allow for the maintenance up up-to-date financial records.

### Guiding Principles:

1. Accountability – The hospital is accountable for all public funds used to reimburse business, travel, meals and hospitality expenses. All expenses support business objectives.
2. Transparency – The hospital is transparent to its stakeholders. The rules for incurring and reimbursing business, travel, meal and hospitality expenses are clear, easily understood and available to the public.
3. Value for Money – Taxpayer dollars must be used prudently and responsibly. Plans for business, travel, meals, accommodation and hospitality must be necessary and economical with due regard for health and safety.
4. Fairness – Only legitimate authorized expenses incurred during the course of business of the hospital are reimbursed.

**All hospital business travel is subject to the Broader Public Sector (BPS) Expense Directive as required by the BPS Accountability Act.**

## 1. TRAVEL AUTHORIZATION

All employees, board members, Elders Council members or hospital representatives are required to obtain all appropriate approvals before incurring travel expenses. If no prior approval was obtained, then a written explanation must be submitted with the claim. **No individual shall make any travel arrangements until they have received confirmation of approval.** Board of Directors should also refer to and follow policy [ADM.IV.10 Travel Expense Reimbursement for Board Members](#).

### a. Travel Authorization and Cash Advance Form

When a cash advance is requested for travel, the *Travel Authorization and Cash Advance Form* will be utilized for all travel outside of Sioux Lookout, with the exception of education, which will utilize the *Education Authorization Form*. The *Travel Authorization and Cash Advance Form* will be approved by the individual's direct supervisor based on [F.2.020 Procurement Approval Authority Schedule](#).

**Individuals, regardless of their position, are not allowed to approve their own travel authorization or expense statement.**

### b. Group Travel Authorization Form

Where a number of individuals are attending the same function, shared travel should be considered. Expenses should be claimed by the most senior person.

The *Group Travel Authorization Form* will be utilized for employees, board or Elders Council travel where arrangements are made with a company such as a hotel or airline for several individuals at the same time.

### c. International Travel

Any travel outside of Canada must be approved by the President and Chief Executive Officer.

## 2. EXPENSES

### a. Travel Expense Reimbursement

SLMHC will reimburse reasonable and appropriate travel expenses incurred while on hospital business based on the following guidelines:

- Original receipts (unless otherwise indicated) are provided
- A *Travel Expense Statement* is completed and submitted in accordance with this policy
- The mode of transportation chosen (air, train or car) is that which enables the member to attend to hospital business with the least cost to the hospital,

consistent with the least amount of interruption to the member's regular business and personal schedule

- Travel costs associated with others (e.g., spouse), including meals and cancellation fees, are not covered and must be paid for by the staff member
- When personal travel is combined with business travel, the staff member will be reimbursed for **only the business portion of the trip at the lowest available fare**
- Personal travel does not include travel to and from home when travelling for business
- In the event that travel is cancelled, any travel expenses that have been reimbursed to the staff member by the vendor, must be reimbursed to the hospital **within thirty (30) days of such cancellation**

b. Travel Expense Statement

All *Travel Expenses Statements* must be completed in its entirety and submitted to the Finance Department **within 10 days of travel completion**. If a cash advance was received, the "Travel Expense Statement" must have the approved "Travel Authorization and Cash Advance Form" attached.

For all travel outside Canada, all travel expenses must be converted to Canadian dollars based on the exchange rate on the day of travel. Credit card statements should be provided to confirm exchange rate.

**Any amounts claimed on the *Travel Expense Statement* that are deemed to be outside the allowable expenses must be repaid to SLMHC within 10 business days, unless otherwise coordinated and approved by the Finance Department.**

c. Authorized Expenses

i. **Personal Vehicle**

- Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability
- **The hospital will not reimburse costs of accidents and collision/liability coverage**
- Receipts for parking lot charges and applicable bridge or highway tolls must be submitted with expenses reports
- Mileage is calculated at the rate of \$0.47 cents per kilometre. Return mileage from Sioux Lookout to the following centres has been approved:
  - Thunder Bay – 780 km
  - Dryden – 190 km
  - Fort Frances – 580 km
  - Ignace – 280 km
  - Kenora – 470 km
  - Red Lake – 620 km
  - Winnipeg – 880 km
  - Terrace Bay – 1,170 km

**ii. Rental Vehicles**

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- Documented and approved prior to the rental (if possible); and
- Guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) consideration

Individuals will be reimbursed for the actual cost of the rental vehicle and gasoline when original receipts are attached. **Luxury and sports vehicles are prohibited unless offered by the vendor as a result of other alternatives being unavailable.**

**iii. Parking**

Reimbursement is provided for necessary and reasonable expenditures on parking for hospital business when original receipts are attached.

**iv. Taxis/Other**

- The use of taxis by staff should be reasonable and in the course of business travel. Use of taxi for personal travel while on business shall not be reimbursable
- Employees are permitted to the reasonable use of ride sharing services when available (i.e., UBER, Lyft, etc.)
- Reimbursement will be for the actual cost of travel provided that original receipts are attached to the claim

**v. Flights**

- Air travel is permitted if it is the most practical and economical way to travel
- Economy (coach class is the standard option for ticket purchase)
- Every effort should be made to book in advance to take advantage of discounted fares and to obtain the lowest fares compatible with necessary travel requirements
- Reimbursement will be for the actual cost of air travel when original receipts are attached to the claim. **Individuals must be prepared to provide a boarding pass/e-ticket if required.**

**vi. Meals**

- Meals can be claimed when an individual is away from the office area (at least 24 km) over a normal meal period
- Meal expenses will be reimbursed at the established meal allowance rates, up to a maximum of \$45 per day as indicated in the table below. **Original receipts are not required.** Taxes and gratuities are included in the meal allowance rate.

Meal Type	Allowance Rate
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50
<b>TOTAL</b>	<b>\$45.00</b>

- Where daily meal expenses are higher than the total meal allowance rate, the actual cost of the meals may be reimbursed up to a maximum of \$65 a day. In these situations, **the travel expense claim must be accompanied by original itemized receipts**
- A meal allowance will not be allowed if meals are included in the event or included in the cost of the accommodation, such as a free continental breakfast. Where meals are included, reduce the daily maximums by the respective meal allowance rate in the chart.
- When a staff member 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 and original itemized receipts must be attached

#### vii. Alcohol

- Costs incurred for alcoholic beverages are **not reimbursable and individuals are required to ask the restaurant for a separate receipt when having alcohol with their meals.**

#### viii. Accommodations

- Staff should use the most economical accommodation available (generally a single accommodation in a standard room) that is convenient to the event being attended. No reimbursement will be made for suites, penthouses, or concierge levels
  - Staff should use the Government of Canada Accommodation Directory to select hotel accommodations with secured government rates for employees (<https://rehev-acrd.tpsgc-pwgsc.gc.ca/hebergement-accommodation-eng.aspx>)
  - A detailed copy of the hotel bill must be attached to the expense statement
  - Staff will not be reimbursed for entertainment, laundry service, pay TV or movies, alcohol, or special facility charges (i.e., fitness clubs)
  - Meals charged to the room will be incorporated into the meal allowance
  - Long distance business calls will be reimbursed; however, discretion should be used in the frequency and length
  - Standard and reasonable tips and gratuities are reimbursable and should be documented on the expense statement
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- Private stays with friends or family are acceptable, and a cash payment or gift may be provided. A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a

written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.

### Incidentals

Incidentals will be reimbursed at a rate of \$6.00 per day. Incidentals are to reimburse for items where a receipt is not provided (e.g., some types of parking, toiletries, subway tokens, etc.).

### Cash Advances

- An individual seeking a cash advance must clearly indicate the amount requested on the *Travel Authorization and Cash Advance Form*
- Cash advances will be approved upon request and at the discretion of the manager or supervisor
- Items eligible for cash advance include:
  - Mileage
  - Public Transportation (estimate)
  - Meals
  - Incidentals
  - Accommodations (if not prepaid)
- Cash advance will be paid to an employee **no more than seven (7) days in advance of the commencement of authorized travel**
- Any travel advance paid will be deducted from the total reimbursement on the *Travel Expense Statement*

### Travel Arrangements

- After the travel is authorized, the requester is responsible for booking their own travel including, but not limited to accommodations, flights, car rentals, etc. A Purchase Order is not required for travel expenses

### Attachments

- [Travel expense statement Excel format](#)