

TITLE:	Expense Reimbursement		
Manual/Policy#:	Corporate Manual F70	Entity:	AGH/ CPDMH/ FVM/ LCPS
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Previous Date Reviewed:	AGH: April 2011	Approved by:	Senior Management Team
Last Date Reviewed:	April 2023	Cross Reference(s):	Corporate Policy F70.1 Reimbursement for Travel Between Almonte General Hospital and Carleton Place & District Memorial Hospital

1. POLICY STATEMENT:

Almonte General Hospital, Carleton Place and District Memorial Hospital, Fairview Manor and Lanark County Paramedic Services (“the Organizations”) are committed to meeting all legislative obligations and leading practices and guidelines for the administration of expenses in the broader public sector.

This policy sets out the acceptable limits and the procedure for expense reimbursement for travelling on corporate business, conducting corporate business locally, and extending hospitality on behalf of the Corporations.

2. SCOPE:

The expense rules apply to any person in the organization making an expense claim, including the following:

- Allied Boards of Directors;
- Medical Staffs;
- Volunteers;
- Employees; and
- Consultants and contractors engaged by the Corporations, providing consulting or other services.

This policy is intended to comply with the Ontario Broader Public Sector Expenses Directive.

3. GUIDING PRINCIPLES:

Accountability

The Organizations are accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.

Transparency

The Organizations are transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.

Value for Money

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.

Fairness

Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

4. DEFINITIONS:

Authorization: The approval of an expense reimbursement and business travel claim by the appropriate person with adequate signing authority.

Business Expenses: Reasonable expenses incurred by employees, Board members, volunteers, medical staff, consultants and contractors engaged to work at the Corporations, in the course of performing their duties.

Business Travel: Travel required for organizational business and authorized by the appropriate level of authority.

Local Business Travel: Travel within the Champlain region formally known as the Champlain LHIN region.

Business Travel Expenses: include road, air and rail transportation costs, hotel costs, personal and rental vehicle costs, mileage costs, meals and other incidental costs as approved by the Departmental Manager or Vice-President.

Hospitality: The provision of food, beverage, accommodation, transportation and other amenities at the Organizations' expense to persons who are not engaged to work for designated Broader Public Sector Organizations or any of the Ontario government ministries and agencies.

Personal Vehicle: A vehicle owned, borrowed or rented/leased personally by a member of staff.

Receipt: An original document, or carbon or certified copy, with the details of the expenditure, the amount, the date and indicating proof of payment.

5. PROCEDURES:

Reimbursable Business Expenses

Individuals making claims for reimbursement of business expenses are required to:

- obtain all appropriate approvals before incurring expenses;
- submit original, itemized receipts with all claims;
- make clear the purpose of incurring the expense;
- submit a completed expense form for reimbursement within one month of incurring the expense;
- if expenses are incurred on behalf of other individuals, include the name and companies of all individuals on the form;
- in the event that travel is cancelled, any travel expenses that have been reimbursed to the claimant by the vendor, must be reimbursed to the Corporations within thirty (30)

- days of such cancellation;
- reimburse the Corporations for any purchased services which have not been utilized;

Individuals approving claims for business expenses (Approvers)

Approvers are required to:

- ensure all claims and receipts are correct, reasonable and in accordance with this Policy;
- provide approval only for expenses that were necessarily incurred in the performance of the Corporations business;
- provide approval only for claims that include all appropriate documentation;
- in the event that the expenses exceed the approver's signing authority, submit this claim to their supervisor for approval.

Authorized Approvers

The following approvals must be obtained:

- employees sign and submit the expense form and receipt(s) to their supervisor for approval;
- volunteers sign and submit the expense form and receipt(s) to the Integrated Vice President of Human Resources for approval;
- the Integrated President & CEO (CEO) signs and submits the expense form and receipt(s) to the Chair of the Allied Boards of Directors or delegate for approval;
- Credentialed Medical staff sign and submit the form and receipt(s) to Chief of Staff or CEO for approval;
- Allied Boards of Directors sign and submit the expense form and receipt(s) to the Chair of the Allied Boards of Directors or delegate for approval.

Travel and transportation expenses

All travel requires prior approval as follows:

- within the area of the Champlain region and the National Capital Region – no approval required;
- within Ontario but outside the area of the Champlain region and the National Capital Region –immediate supervisor;
- outside Ontario and the National Capital Region – CEO.

The means of transportation (plane, train, and vehicle) should be the most practical and economical way to travel. Economy (coach) class would be the standard option, and approval by the CEO is required for any other type of fare. Considerations for making the decision should include circumstances such as accommodation, length of travel, health and safety considerations, ability to work while travelling, etc.

When personal travel is combined with business travel, staff will be reimbursed for only the business portion of the trip at the lowest available fare. Personal travel does not include travel to or from home when travelling for business.

Where a number of staff members are attending the same function, shared travel should be considered and required where possible.

Before travelling out of country, staff should contact the Department of Human Resources to determine their current benefit coverage. If staff are not covered through regular hospital benefits, insurance should be purchased through the Corporations benefit provider or alternate.

Personal Vehicles

Personal vehicles used on corporate business must be insured at the vehicle owner's expense for personal motor vehicle liability. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The Corporations will not reimburse costs of collision and liability coverage. The Corporations assume no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for corporate business. Those driving a personal vehicle on corporate business cannot make claims to the Corporations for damages as a result of a collision.

Accommodation

Any request for over-night accommodation must be pre-approved.

Meals

The amount claimed for meals should be reasonable in the context of the nature and the location of the travel.

Alcohol

Alcohol for personal consumption may not be claimed as part of a travel or meal expense claim.

Hospitality

For the purposes of this Policy, hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of the Corporations funds on behalf of persons who are not employed by these Corporations.

The most senior employee present must make the claim for any hospitality expenses.

Reimbursable hospitality expenses must:

- demonstrate a reasonable ratio of staff to persons who are not engaged in work for the Corporations;
- be extended in an economical, consistent and appropriate way when it will facilitate corporate business or is considered desirable as a matter of courtesy;
- any exceptions to the above must have prior approval of the CEO or delegate;
- be approved by the CEO or delegate if guests include vendors (current or prospective) to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor; and
- be approved in advance by the CEO or delegate if alcohol is being offered as part of the hospitality.

Hospitality may be extended on behalf of the Corporations when:

- engaging representatives of other hospitals and nursing homes, the government, the broader public sector, industry, public interest groups or union representatives in discussion on corporate matters;
- sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;
- providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital and/or nursing home sector or the workings of the organizations;

- honouring distinguished persons from the health care sector in recognition of exceptional public service;
- conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector; and
- recruitment of healthcare professionals and board directors.

Expenses for Consultants and Other Contractors

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors or in any contract between the Corporations and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:

- meals, snacks and beverages;
- gratuities;
- laundry or dry cleaning

Personal Expenses

Certain personal expenses will not be reimbursed. Such expenses include but are not limited to:

- Unlawful conduct
- Traffic and parking violations incurred while driving for corporate-related business
- Recreational purposes (e.g. mini-bars, special facilities charges, entertainment not directly related to corporate business, etc.)
- Personal items not required to conduct corporate business
- Expenses incurred due to the presence of friends or family members, unless part of hospitality
- Hotel expenses incurred because of failure to cancel reservations
- Credit card fees and late payment charges

6. REFERENCES:

The Ottawa Hospital, Travel, Meal and Hospitality Expense Policy No.: 00207

7. APPENDIXES:

N/A

Evaluation:

This policy will be reviewed every two years.