

	Policy/Procedure Name:	Travel Reimbursement
Manual: Administration	Number:	
Section: General Administration	Effective Date:	08 Apr 2008
Pages: 1 of 6	Revision Date:	18 JAN 2023

Purpose

Muskoka Algonquin Healthcare recognizes that travel is an essential part of operating in a multi-site environment. MAHC is committed to supporting and assisting staff members who must travel as a result of their functions and duties. At a minimum, this support and assistance will consist of reimbursement of travel expense claims. The purpose of travel and related expenses must be consistent with MAHC’s mission, vision and values.

This policy is based on four key principles:

- Accountability
- Transparency
- Value for Money
- Fairness

Scope

The policy pertains to all staff and credentialed staff members at Muskoka Algonquin Healthcare (MAHC).

Policy Statement

These travel reimbursement rules apply to any person making an expense claim at MAHC, including appointees, board members, employees, contractors and consultants. For more detail regarding allowable expenses for contractors and consultants, see section below.

MAHC Staff and Board members may travel for hospital-related purposes within Muskoka without advance approval; however, the reimbursement of travel costs must be approved as outlined below.

MAHC’s Travel Reimbursement Policy will be made available to all stakeholders on www.mahc.ca and in hardcopy by request.

Procedure - MAHC Employees

1. Where an employee, after commencing their shift, is required to attend another site to perform work, MAHC will provide mileage between sites at the current approved rate per kilometre. Staff are to make every effort to minimize these occurrences through proper planning and/or electronic solutions.
2. Employees that are required to travel outside of Muskoka for work-related purposes must receive advance written approval from their appropriate Manager or Senior Manager
3. Any travel related to education events are to adhere to the Education Policy.

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Procedure - MAHC Board of Directors

1. Directors will not be compensated for travel for hospital-related business within Muskoka except in exceptional or extenuating circumstance. Any exceptions due to extenuating circumstances must receive the approval of the Board of Directors.
2. Directors that are required to travel outside of Muskoka for hospital-related purposes must receive advance written approval from the Chair and will be reimbursed at the approved rate.

Approval Criteria and Signing Authority

1. The travel will produce substantial benefit to the organization;
2. There is no other preferable means of obtaining the knowledge or benefit;
3. The travel is economically justified (it is the most efficient and economic means of obtaining the information or benefit);
4. The travel is deemed essential by the Manager or Senior Manager. Discretionary travel should only be approved depending on available funds and identified benefits.
5. As per the Signing Authority Policy, all expense claims under \$1,000 shall be approved by the manager of the area as per the schedule below. All expense claims over \$1,000 must have approval of the Manager and Senior Director of the area:

EXPENSE CLAIM SUBMITTED BY	PAYMENT AUTHORIZED BY
Board Chair	The Treasurer and one other Standing Committee Chair
Board of Directors	Board Chair
Chief Executive Officer	Board Chair
Chief of Staff	Board Chair
Chief Executives (Senior Leaders)	Chief Executive Officer
Directors and Managers	Chief Executive (Senior Leader)
Staff	Director or Manager of Department
Contractors/Consultant	Chief Executive (Senior Leader) or Executive Sponsor

Procedure – General

All expenditures **must** be accompanied with a detailed receipt in order to process reimbursement.

The following guidelines dictate the nature of reimbursement for travel purposes:

1. Accommodation

Necessary single room hotel accommodations will be reimbursed if required based on start/end times of session at the standard room rate. When accompanied by a spouse and there is additional charge for double occupancy, the member must determine the added

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cost of double occupancy and make the appropriate reduction on the hotel bill submitted for reimbursement.

Unless the member has other hospital business or a meeting is unusually late in ending, one overnight hotel stay is all that is normally required. However, if necessary, an extra day or days will be reimbursed where transportation schedules are not suitable or are interrupted for some reason, or when weather conditions delay the departure of those travelling by automobile.

2. Meals

MAHC will reimburse for actual meal costs for paid professional development days to a maximum of \$45.00/day; taxes and gratuities are included in these meal reimbursement rates:

A detailed receipt for the expenditure **must** be attached with the claim. Alcoholic beverages will NOT be reimbursed.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

In limited and exceptional circumstances (e.g. health considerations, limited options available) where a meal expense is higher than the meal reimbursement rate, the actual cost of the meal may be reimbursed. In these situations, the claim for meal reimbursement must be accompanied by an original itemized receipt and a written rationale for exceeding the rate. A credit card slip is not sufficient. Approval is subject to managerial discretion.

3. Transportation

The mode of transportation chosen - air, train or car, should be that which enables the member to attend to business with the least cost to the organization, consistent with the least amount of interruption to the member's regular business and personal schedules.

If travel is by automobile and the staff member wishes to use their personal vehicle reimbursement will be at the mileage rate specified by MAHC:

Mileage Rate is **\$0.55 / km** (as of June 16, 2022)
 Standard mileage for travel as per attachment A – Expense Statement

If a staff member wishes to rent a vehicle from a local dealer, MAHC will reimburse the staff member the lesser of the two options. Proof of Rental Agreement must be attached to the Travel Expense Form.

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If a member's own car is used for personal reasons when air or train travel is clearly the better mode, only the lesser of the equivalent of return air or train fare may be claimed, plus the usual costs of local transit. In these instances, en route meals and hotel accommodations are not reimbursable.

4. Miscellaneous Items for Reimbursement

- Telephone - necessary telephone calls occasioned by absence from home base.
- Tips/Meals - reasonable and necessary gratuities for service attendance and Portorage. Meal tips are to be included with meal claims.

- Taxi Fares - taxi or transportation services to and from air terminal or train stations.
- taxi fares required in the course of performing organization business.
- Parking - charges incurred when a personal car is used to travel to and from the airport.
- parking at destination when travel is by car.

5. Entertainment

Charges for entertainment are not generally reimbursable. Such charges are considered to be a personal expense. In certain circumstances entertainment, for business purposes, may be approved by the Manager.

All travel receipts must be accompanied by an Expense Statement (Appendix A) summarizing all receipts.

6. Expenses not covered

Expenses that will not be paid or reimbursed by MAHC include the following:

- Interest charges on outstanding credit card balances
- Entertainment videos and movie channels
- Traffic and parking fines
- Expenses as a result of staff member's failure to cancel transportation or hotel arrangements
- Valet or laundry services
- Liquor and bar bills
- Loss of money or personal effects
- Additional days beyond the business purpose of the trip
- Flight cancellation insurance

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7. Expenses for Consultants and Other Contractors

All Consultants and Other Contractor expenses must be discussed and agreed to during the contract negotiation process.

Under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the expense rules of MAHC or in any contract between MAHC 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
- Valet services
- Dependant care
- Home management
- Personal telephone calls

Cross References

Signing Authority Policy
 Education Policy

Notes

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References / Relevant Legislation

Broader Public Sector Accountability Act, 2010, S.O. 2010
 Ontario Government Travel, Meal and Hospitality Expenses Directive, 2017

Appendices

MAHC Expense Statement

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