

WOODSTOCK GENERAL HOSPITAL
PERSONNEL POLICY MANUAL
"Partners in Excellence"

SUBJECT: TRAVEL AND MEAL ALLOWANCES

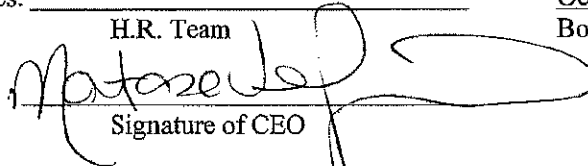
Policy Date: _____

Approval Dates: _____

October 26, 2010

Board Approval (if required)

H.R. Team



Signature of CEO

Review/Revision Date: September 15, 2010 (revised)

APPLICABLE TO: All Employees and Board Affiliates

The hospital recognizes that expenses are incurred by employees while attending out of town meetings, conferences, and educational events beneficial to the hospital as an employer. The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.

PROCEDURE:

1. Attendance to meetings, conferences, and seminars are to be approved by the department head in advance of the scheduled date.
2. Reimbursable business expenses should be:
 - a. Work related;
 - b. Modest, appropriate and reasonable;
 - c. Submitted in a timely fashion, and in the form and manner stipulated under hospital policy.
3. While travelling on hospital business, additional expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, provided the charges incurred are reasonable and related to hospital business.
4. Expenses are limited to employees and do not include expenses incurred due to the presence of friends or family members.
5. Where a number of staff members are attending the same function, shared travel should be considered and required where possible.
6. Basic economy/coach fares will be paid by the hospital. Any upgrades would be the responsibility of the employee.

7. Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the *Insurance Act*. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicle. The hospital will not reimburse costs of collision and liability coverage. For greater clarity, the hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for hospital business. Those driving a personal vehicle on hospital business cannot make claims to the hospital for damages as result of a collision. When staff uses their own vehicles for hospital business, reimbursement will be in accordance with the approved kilometre allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.
8. It is hospital policy to obtain maximum savings on air travel expenses within reasonable limits. Every effort should be made to book in advance to take advantage of discounted fares and to obtain the lowest fare compatible with necessary travel requirements.
9. Expenses must be itemized on the Expense Summary Form (located in the Forms drive). A hard copy of the form should be accompanied with original, itemized receipts (eg. transportation, meals, taxi, accommodation). The claim should clearly state to whom the payment should be made. The claim should state the business purpose for the expenditure in the destination and details column. If the employee is seeking reimbursement incurred costs on behalf of other individuals (eg. meals purchased on behalf of clients), the names and titles of those other individuals should be included. Any travel advance should be deducted from the claim. The member of staff requesting reimbursement and the member of staff's immediate supervisor if the total is within their authorization limit should sign the form. It should include a valid accounting unit and expense account code.
10. Effective October 1, 2010 car travel will be paid at the current rate of \$0.45 per kilometre.
11. Meal allowances are not to include entertainment or alcoholic expenses.
12. Meal allowance for more than 1 day is \$95.00 per day, which includes: Breakfast \$15.00, Lunch \$25.00, Dinner \$55.00.
13. Total costs for travel and meals must be held to the approved departmental travel budget levels and must be contained within the departmental budget.

WOODSTOCK GENERAL HOSPITAL

V/C # _____

EXPENSE SUMMARY FOR: _____ MONTH: July YEAR 2010
 DEPARTMENT _____

DESTINATION AND DETAILS		KM	EXPENSES					Taxes Included		
Date			Meals	Travel	Hotel	Other	Total	HPST	HGST	
							\$0.00			
Total KM		0								
			Taxes on Mileage reimbursement							
			Total Expenses				\$0.00	Total:	0.00	0.00
Per Km Rate		\$0.45					\$0.00			
Total Km Reimbursement		\$0.00					\$0.00			
			Km. Reimbursement				\$0.00			
			Advance Paid To Me							
			Total \$ Owed To/By Me				\$0.00			

We certify the above expenses were incurred on Hospital Business

Signature _____ Date _____ 2010
 (Employee)

Approved By _____ Date _____ 2010

Charge to Account #		Amount \$
480-00000		
481-00000		
	Total:	\$0.00

The hospital will reimburse staff members for all reasonable travel expenses incurred while performing services on behalf of the hospital or while representing the hospital at conferences, conventions, seminars, or any such professional development activity.

ACCOMMODATION

The cost of hotel or motel accommodation, when required, will be reimbursed at the single rate, preferably at hotels or motels recommended by the organizers of the conference, seminar, or convention. Normally, no accommodation costs shall be assumed by the hospital for functions held within eighty kilometers of Woodstock.

MEALS*

Meal receipts for individual meals are reimbursable up to the limits set within our per diem allowance, which is set from time to time by the hospital for the reimbursement of meals and other incidental out-of-pocket expenses.

TRANSPORTATION

The mode of transportation may be train or car. Travel by automobile is reimbursed at mileage rates* set by the hospital from time to time in accordance with the schedule of distances specified on the attached table. If automobile travel is chosen, the actual parking charges incurred may be claimed, and if train travel is chosen, the actual fare for taxi or local transit services may be claimed.

Air travel must be authorized by the President/C.E.O.

SPECIFIED DISTANCES

CITY	Km	CITY	Km
Brantford	48	Montreal	703
Cambridge	56	Niagara Falls	153
Chatham	161	Ottawa	598
Guelph	72	St. Thomas	72
Hamilton	80	Sarnia	153
Ingersoll	16	Stratford	40
Kingston	411	Tillsonburg	40
Kitchener	56	Toronto	145
London	48	Windsor	241

ENTERTAINMENT

Charges for entertainment are not reimbursable. Such charges are considered to be personal expense.

APPROVALS

Department heads may approve statements of traveling expenses up to the limit of the annual travel budget or their department signing authority. Education Travel is defined as travel in connection with an approved course of study. Local travel is defined as travel within the community serviced by the hospital.

REGISTRATION FEES

Registration fees for conferences, seminars, conventions, and other professional development activities should normally be approved prior to attending the event. Payment for registration fees should be requested on a blue cheque voucher.

H.S.T

With the introduction of HST we are required to report the Federal and Provincial portions separately, please subtotal all HST included in your receipts and enter the amount in the HGST and HPST columns accordingly.