

ATIKOKAN GENERAL HOSPITAL GENERAL ADMINISTRATION MANUAL

Finance Subsection

PROCEDURE

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APPROVED BY: Chief Executive Officer

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Business Travel Expenses

The procedures for claiming eligible business travel expenses are as follows:

- A paper copy of the Travel Expense Statement form must be accompanied with original, itemized receipts.
- The claim should clearly state to whom the payment should be made.
- The claim should state the business purpose for the expenditure on the purpose of travel line.
- If the individual seeking reimbursement incurred costs on behalf of other individuals (e.g. 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 form should be signed by the member of staff requesting reimbursement and the member of staff's immediate supervisor or in the case of Board Members, the CEO or CFO. It should include a valid accounting unit and expense account code.
- The Travel Expense Statement should not be used for expenses under \$50.00; the petty cash system should be used instead. The purpose of petty cash is to facilitate reimbursements for small departmental purchases. These purchases are commonly up to and including \$50.00. Petty cash reimbursements require receipts for all purchases. In the event that a receipt is not available, a detailed description of the costs incurred must be submitted. Reimbursement is done through the Business office. Petty cash is balanced at least twice a month and any discrepancies reported to the Chief Financial Officer.