



- Expenses incurred due to the presence of friends or family members
- Hotel expenses incurred because of failure to cancel reservation
- Credit card fees and late payment charges
- Additional ancillary charges such as premiums for failure to refill fuel in a rental car

Travel and Transportation:

- When possible, travel should be approved in advance by a claimant's manager. Pre-approval should be documented (e.g. e-mail) and attached to the travel claim.
- A copy of the boarding pass or ticket for all modes of transportation should be attached to the expense report.
- Where a number of staff members are attending the same function, shared travel should be considered and required where possible.
- The mode of transportation chosen – air, train, or car, should be 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 schedules. Consideration should be taken as to the length of time away from the workplace.
- Basic economy/coach fares will be paid by the hospital. Any upgrades would be the responsibility of the staff member.
- Travel with others (i.e. 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 or 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, including but not limited to the cost of train or flight tickets, must be reimbursed to the hospital within thirty (30) days of such cancellation.

EXAMPLES:

1. Travel by Vehicle

When road transportation is the most practical and economical way to travel, the order of preference should be:

- Rental vehicle when a rental vehicle is more economical than use of a personal vehicle; or,
- Personal vehicle when a personal vehicle is more economical than use of a rental vehicle.

a) Rental Vehicles

- Rental of compact or mid-size vehicle is encouraged and staff should be required to use car rental companies approved by the hospital where possible to ensure the most favourable rates. Consideration may be given for a car rental upgrade based on the number of passengers, weather conditions and other safety reasons; however, all luxury and sports car rentals are expressly prohibited.

- Liability insurance offered by the car rental companies should be purchased as the hospital's insurance coverage does not cover this. Our HIROC policy does cover collision.
- Rental cars must be refueled before returning to avoid extra charges.
- Receipts for gasoline purchases, parking lot charges and applicable bridge or highway tolls must be submitted with expense reports.

b) Personal Vehicles

- 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 vehicles. 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 a result of a collision.
- When staff use 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.
- Local mileage reimbursement rates are \$0.45 per kilometer.
- Out of town travel is reimbursed at the rate specified on the Travel Expense Statement form
- Receipts for parking lot charges must be submitted with expense reports.

c) Taxis

- The use of taxis by staff should be reasonable and original receipts must be attached to the expense report. Examples of when taxis may be appropriate include:
  - Situations requiring transportation between stations or airports and the hospital;
  - Situations requiring transportation between stations or airports and a staff member's home;
  - Transportation home from a staff event, or an event supporting hospital business.

3. Travel by Air

- Staff may travel by air for trips that are beyond reasonable driving distance. Prior approval for all travel by air must be obtained and documented in writing.
- Staff should travel Economy class for all domestic travel unless pre-approved by Senior Management.
- 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 fares compatible with necessary travel requirements.

- The original boarding pass/passes and ticket/E-ticket must be attached to the expense report for each segment of travel.

## MEAL Expenses

### Business Meals (includes meals when travelling for business)

- Staff are reimbursed for reasonable meal expenses, subject to approval by the claimant's manager, if expenditures are incurred while the claimant is away from his or her place of work on hospital business. When travelling on hospital business, staff may also be reimbursed for reasonable meal expenses when the claimant is required to work during or through normal meal periods.
- Original, itemized receipts must be provided with the Travel Expense Statement form for reimbursement of actual meal expenses. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim.
- Meal reimbursement limits:  
\$50.00 per day (\$10 for breakfast, \$15 for lunch, \$25 for dinner)
- Reasonable gratuities will be reimbursed. (Maximum 15%)
- No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.
- 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. The highest ranking member of staff should pay for the meal expenditures.

## ALCOHOL

- Costs incurred for alcoholic beverages will not be reimbursed.

## ACCOMMODATIONS

- Staff should use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. No reimbursement will be made for suites, executive floors, or concierge levels.
- Staff should be responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hotel bill must be attached to the travel expense statement form.
- Staff will not be reimbursed for entertainment, laundry service, pay TV or movies, alcohol or special facility charges (e.g. fitness clubs).
- Long-distance business and personal calls are reimbursed, however discretion should be used in the frequency and length. Reimbursement will be made for reasonable costs for necessary personal calls home for each night away.

- Standard tips and gratuities are reimbursable, (Max 15%) but should be documented on the expense report.
- While travelling on hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable and related to hospital business.
- The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.

EXAMPLES:

Long-Distance Calls

- Wherever possible, the most cost-effective method should be used (e.g. hospital issued cell phones or calling cards) in order to minimize costs.