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TITLE: CORPORATE TRAVEL

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Preamble

The following corporate travel policy has been developed in an effort to control all traveling expenses and maximize the benefits of each dollar spent.

This policy is to be followed to ensure that proper authorization is obtained for all travel on hospital business and the expenses so incurred.

Policy

Hotel Dieu Hospital will reimburse its employees, Board Members and Volunteers for authorized travel expenses associated with Hospital business, including attendance at pre-approved conferences and educational seminars. All are expected to exercise judgement when incurring any expense that is to be reimbursed by the Hospital.

This policy is intended to provide for the reimbursement of reasonable and necessary expenses of persons travelling for the Hospital. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality. It is not intended to render the individual expense fee during the period of travel for those expenses incurred by reason of personal preference.

This policy covers all disbursements made from the Hospital's operating fund, and all other funds it may administer.

When travel is paid by external funding (e.g. research grants), payments will be governed by the external agency's policies.

Individual departments may impose more stringent restrictions on travel paid for by funds that they administer.

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Procedure**1. Authorization**

- 1.1** Prior to making any travel arrangements, each employee expecting reimbursement from the Hospital, must have advance approval from their immediate supervisor, using the “*Travel/Advance/Conference Requisition (Form #0590)*”⁽¹⁾. Requests for travel must include an estimate of the expenses. Travel may not be self-authorized.

2.0 Travel Agency

- 2.1** The Hospital, in an effort to maximize the benefits of each travel dollar spent, has chosen to utilize the services of a single travel agency. Each individual must book his or her travel arrangements such as airline, hotel, rail and car rental reservations through the Hospital’s appointed travel agency. The requester will strive to abide by the travel agency’s recommendations.
- 2.2** When attending a conference, inform the Hospital’s travel agency if special rates are offered. They will make the necessary arrangements to avail travellers with the best prices offered. The travel agency should also be apprised of any other special rates that a traveller may be entitled to.
- 2.3** The Hospital will not reimburse expenses incurred through other agencies. Exception will be made only for group conference rates demonstrated to be more economical than a booking through the Hospital’s agency.

3.0 Reimbursement of Expenses

- 3.1** Travel expenses can be reimbursed by submitting a properly completed and approved “*HDH Travel Expense Statement*”⁽²⁾. All original receipts must accompany this form (e.g. hotel accommodations, taxis, meals, incidentals, etc). Claimants must indicate if the original receipts are to be returned.
- 3.2** All expenses must be included (travel, accommodation, meals, registration fees) when submitting both estimated and actual costs, including those expenses paid by the Hospital and/or those paid by the employee.
- 3.3** The form must describe the nature/purpose of the trip, destination and departure and return dates.
- 3.4** All forms must be submitted within the fiscal year in which the expense occurred.
- 3.5** Amounts expended in foreign currencies must be translated to Canadian dollars when preparing claims. Indicate the rate used to calculate exchange.
- 3.6** Expenses, which are judged by the employees’ immediate supervisor to be excessive, will not be reimbursed.

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- 3.7 The following are not ordinarily acceptable supporting documentation:
- 3.7.1 Credit card slips (except where claiming reimbursement for gas for a rental car)
 - 3.7.2 Credit card statements
 - 3.7.3 Cancelled cheques

4.0 Approvals

- 4.1 Claims must be signed by the claimant and approved by the person with signing responsibility for the account. Signature stamps are not acceptable.
- 4.2 The signature of the claimant means that the claim conforms to this policy.
- 4.3 Signature of the person approving the claim means that expenses are reasonable and incurred for Hospital approved purposes.
- 4.4 Individuals monitoring accounts and approving claims are expected to return claims, which do not comply with this policy.
- 4.5 Incomplete or inadequate claims will be returned.
- 4.6 Claimants are advised to keep copies of claims submitted as well as attached documentation.

5.0 Travel Advances

- 5.1 Travel advances can be obtained, only by submitting a properly completed and approved “*Travel/Advance/Conference Requisition (Form #0590)*”.
- 5.2 Once completed and approved, the form must be submitted to Accounting Services at least five (5) working days prior to the date the advance is to be picked up. The advance may be picked up in Accounting services five (5) days prior to the date of departure.

6.0 Guidelines for Reimbursement of Transportation Expenditures

- 6.1 General – Most airlines, hotel chains, car rental agencies offer a variety of rates for similar services. It is the expectation of the Hospital that the corporate travel agency work to provide the best possible rates for all of its travellers.
- 6.2 Personal Automobile – Under normal circumstances, individuals will be reimbursed for the use of a car within a radius of 500 km of Kingston. If a private automobile is used out of personal preference beyond this radius, reimbursement will be limited to the cost of the most economical alternative mode of travel. Travellers should check with Accounting for the current mileage rate, payable per kilometre. This rate is determined from time-to-time by the vice president responsible for finance.
- 6.3 If a private automobile is used for approved Hospital purposes, the owner must ensure that personal car insurance is adequate. A minimum of \$1,000,000 third party liability insurance is recommended.

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- 6.4 For rented cars, rental cost and gasoline will be reimbursed. The Hospital carries collision damage and comprehensive perils insurance so the purchase of additional insurance on rented cars should be unnecessary.
 - 6.5 Air/Rail/Bus/Local Travel – In general, travel on public carriers will be reimbursed at the economy rate only. The policy prohibits business class air travel unless a traveller is prepared to pay the difference between the two fares.
 - 6.6 Where rail travel spans a meal period, first class fare is acceptable.
 - 6.7 Cost of flight cancellation insurance is an allowable expense. However, there are very few categories of cancellation which are covered by this insurance and most travellers will find that it is not economical

7.0 Guidelines for Reimbursement of Accommodation and Meals

- 7.1 Accommodation – Reimbursement for hotels, motels and other accommodation will be provided at actual rate, provided those amounts are reasonable. Persons travelling for Hospital purposes are eligible for the Ontario Hospital Association rates, although these may not always apply or be the lowest possible rate. Travellers should work with the corporate travel agency in this regard.
- 7.2 Meals – Reimbursement of meal costs is based on set amounts for breakfast (\$10), lunch (\$13) and dinner (\$22) including tips and taxes. Receipts are required. These rates apply to travel in Canada and the United States. Many conferences provide continental breakfasts and lunch, in these instances; only the dinner allowance will apply.
- 7.3 Reimbursement of meals in other countries will be based on the amount paid, provided that the amount is reasonable.
- 7.4 Claims for meals for persons other than the claimant, or for group meals, must bear a beneficial relationship to the business of the Hospital and should be explained on the expense form. Names and particulars must be shown (i.e., all attendees for a meal receipt). The Hospital reserves the right to review the reasonableness of all claims.

8.0 Other Expenses

The following are considered acceptable expenses:

- 8.1 Necessary telephone calls occasioned by absence from home base.
- 8.2 Reasonable and necessary gratuities (over and above those paid for within the meal allowance).
- 8.3 Taxi and other local transportation services (i.e., bus, subway, etc), as required.
- 8.4 Parking costs, as required.
- 8.5 Travel cancellation insurance, see 6.7 above, “*Guidelines for Reimbursement of Transportation Expenditures*”
- 8.6 Out-of-country medical insurance (to the extent not covered by the Hospital benefit plans)

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9.0 Non-Reimbursable Expenses

The following expenses are considered personal and are not normally reimbursed:

- 9.1 Alcoholic beverages
- 9.2 Cigarettes
- 9.3 Entertainment expenses (e.g., pay TV, movies, sporting events, and concerts).
- 9.4 Recreational expenses (e.g., fitness club).
- 9.5 Laundry and valet services (unless away for prolonged periods).
- 9.6 Parking and traffic violations and other expenses resulting from unlawful conduct.
- 9.7 Other expenses deemed unreasonable or unnecessary in the course of carrying out the business of the Hospital.

⁽¹⁾ Form 590 – Travel/Advance/Conference Requisition – available from HDH Stores Department

⁽²⁾ Form #0551 – Travel Expense Statement – available from Hotel Dieu Hospital Stores Department