



## West Parry Sound Health Centre

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<b>HUMAN RESOURCES</b>			
<b>TRAVEL EXPENSE</b>			
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### 1.0 INTRODUCTION

The West Parry Sound Health Centre is committed to ensuring that staff members are fairly reimbursed for travel expenses related to Health Centre business and to facilitating staff accessibility to all sites where deemed appropriate by the Health Centre.

### 2.0 POLICY STATEMENT

2.1 Staff members who are required to work at more than one site or who are required to travel between sites on Health Centre business shall be paid a \$2.00 round trip travel allowance for travel within the Town of Parry Sound. Car pooling is encouraged whenever feasible and only one payment shall be paid per vehicle on any given trip.

2.2 Staff members who use their vehicle for the cartage of material goods within the Town of Parry Sound as authorized by their Director shall be paid a \$10.00 round trip travel allowance.

### 3.0 PURPOSE

N/A

### 4.0 DEFINITIONS

N/A

### 5.0 EQUIPMENT

N/A

## 6.0 DOCUMENTATION

- 6.1 All staff should complete a Request for Travel Expense Approval and Authorized Leave Form (HR Form 4.26) prior to attending a seminar, conference, convention or meetings out of town.
- 6.2 All appropriate sections of the form must be completed. Incomplete sections may result in delay or denial of approving the request.

## 7.0 PROTOCOL

N/A

## 8.0 PROCEDURE

- 8.1 The method of payment shall be through petty cash upon receipt of an approved requisition.

### 8.2 Expenses

#### 8.2.1 Transportation

Car rate - \$0.525/km.

In order to calculate the estimated amount, a guideline of the number of kilometres for a return trip has been developed. (Exhibit 2). Staff are to note the exact number of kilometres travelled and calculate cost based on the number of kilometres actually travelled.

Point of origin for travel – It is understood that the point of origin for travel will be either the work site or home, whichever is closer to the travel destination.

Other modes – submit receipts.

#### 8.2.2 Hotels

Refer to the preferred list of hotels that was developed as a guideline.

Booking a hotel room – staff person attending conference books own room.

Long distance telephone calls from hotel to staff person's own home/family – not paid by Employer

#### 8.2.3 Meals

Rates – A standard meal allowance applies

Breakfast	-	\$15.00
Lunch	-	20.00
Dinner	-	<u>30.00</u>

\$65.00/day maximum including tips

Indicate number of meals consumed by category – breakfast, lunch, dinner. Receipts not required.

Room service – allowable within maximum amount per meal or per daily maximum.

Evening Meal – on return trip home, allowable if estimated arrival time home is later than 6 p.m. (without stopping for dinner)

Alcoholic beverages – paid by staff person

#### 8.2.4 Registration Fees

- Staff indicate if paid by self – receipt required with final cost if paid by self
- Expense form must include registration form and copy of program outline

#### 8.2.5 Parking

- Receipt required if parking cost is over \$4.00

#### 8.2.6 Other Expenses

- No tipping for luggage handling and taxi
- Local subway/local bus – no receipt if one trip is less than \$4.00
- Other expenses – provide details and receipts if applicable

#### 8.2.7 Money in Advance

- If money is required in advance, then the *form must be received in Financial Services fourteen days in advance of event*. If not received 14 days in advance, then no monies will be advanced.

#### 8.2.8 Will you be receiving reimbursement from other sources?

- Indicate yes or no
- e.g. guest speaker at meeting or conference and host organization will cover your expenses, or asked to be on Ministry committee and Ministry has agreed to cover expense

### 8.2.9 Signatures

Estimate – staff person attending signs, followed by Director of Service and CEO. Where total estimated expense is less than \$300.00, then Director may approve request.

Final – staff person attending signs followed by Director.

Note: Where final expenses are greater than 10% higher than estimated, then Director of Financial Services will forward to CEO for final approval. Final expenses form must be submitted within one week of return to work. Financial Services will monitor return of final forms and send incomplete forms to Director for immediate completion.

### 8.2.10 Form Distribution

- Original form with original registration form – to Director of Service, then to CEO
- CEO sends original to Financial Services
- CEO sends copy back to Director of Service
- After conference is attended, then – copy of original (estimate section signed by Director et al) with receipts, as required, signed by staff person, send to Director, who sends to Financial Services. Department may keep copy of completed form.

### 8.2.11 Mileage

- At the rate of \$0.525 per kilometer
- Rate effective May 1, 2008

Toronto	450 k return	\$236.25
Sudbury	330 k. return	173.25
Huntsville	170 k return	89.25
Bracebridge	180 k return	94.50
Britt	150 k return	78.75
Pointe au Baril	80 k return	42.00
Barrie	270 k return	141.75
North Bay	310 k return	162.75
Ottawa	860 k return	451.50

Sault Ste. Marie

930 k return

488.25

**9.0 OUTCOMES**

N/A

**10.0 RESPONSIBILITY AND MONITORING**

N/A

**11.0 REFERENCES**

N/A

**12.0 RELATED POLICIES**

N/A

**13.0 APPENDIX**

Request for Travel Expense Approval and Authorized Leave Form (HR Form 4.26)

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