

SUBJECT: TRAVEL AND EXPENSES

St. Joseph's Continuing Care Centre, a Roman Catholic facility, reveals God's love and mercy through compassionate care focussed on the body, mind and soul for residents, families, and employees.

BACKGROUND:

St. Joseph's Continuing Care Centre believes it must use its resources professionally and prudently according to sound management principles. The purpose of this policy is to establish the expense rules for all individuals in the organization with respect to travel, meals and expenses, in accordance with the *Broader Public Sector Expense Directive*. This policy applies to employees, Board members, volunteers, and consultants and contractors providing consulting or other services.

POLICY:

1. St. Joseph's Continuing Care Centre will reimburse for travel expenses incurred when they are requested to travel in the service of the Centre. The costs should be economical and clearly related to Centre business.

2. Approval Authority

2.1 The following table sets out the requirements for pre-approval for travel and expense reimbursements:

Attendee:	Cost of trip:	Pre-approval of travel by:
Board Member	All travel and expenses	Executive Director
Executive Director	Travel and expenses \$500 and over	Board Chairperson or Designate
Directors, Managers	Travel and expenses \$1,000 and over	Executive Director
Employees	Travel and expenses under \$1,000	Department Manager or immediate supervisor
Employees	Travel and expenses \$1,000 and over	Executive Director

See procedure, section 1 for approval form to be completed. For trips not exceeding \$500, approval by e-mail is acceptable.

2.2 The following table sets out the accountability framework for approving all travel and expense reimbursements:

Travel expense incurred by:		Approval of travel and expenses claim by:
Board member	All travel and expenses claims	Executive Director
Executive Director	All travel and expenses	Board Chair or Designate
Directors, Managers	All travel and expenses claims	Executive Director
Employees	All travel and expenses claims	Department Manager or immediate Supervisor

2.3 When approving travel expense claims, the approver should consider whether the expenses are reasonable and fall within the spirit and intent of this policy. The approver should check that the claim includes all appropriate documentation.

2.4 Approvers cannot approve their own expenses. Expenses for a group must be claimed by the person present with the highest level of signing authority.

POLICY: (Continued)

3. Reimbursable Travel Costs

- 3.1 Automobile - Whenever possible, travel will be coordinated to ensure that transportation is shared. The driver will be reimbursed at the current rate per kilometre paid to the Centre's employees;
- 3.2 Air Fare - All bookings will normally be billed to and paid by the Centre. Early booking of air travel will ensure that the most economical rates are obtained;
- 3.3 Train - All bookings will be normally billed to and paid by the Centre.
- 3.4 Hotel - The hotel charges will be normally be paid by the employee. The employee will then be reimbursed upon filing of the *Travel Expense Claim* (Appendix B). Receipts are required.
- 3.5 Meals - Receipts are only required for meals in excess of \$10.
- 3.6 Registration Fees - Registration arrangements for the conference/meeting will be paid in advance by the Centre.
- 3.7 Other Expenses - Expenses such as parking, telephone, taxi, etc. will be reimbursed provided they have been incurred for Centre business. All receipts are required.

4. Non-reimbursable Expenses

The intent of this policy is to fully reimburse the expenses of the Centre's employees while on Centre business. The costs of spousal travel, accommodation, meals, etc. are not reimbursable. In addition, entertainment, except as part of a convention package, traffic fines, car repairs, etc. are the attendee's responsibility and are not reimbursable. Costs incurred for alcoholic beverages are not reimbursable.

5. Transportation

The mode of transportation should be the most practical and economical, considering circumstances such as length of travel, cost of accommodation and meals, travel schedule, health and safety considerations. In circumstances where employees are travelling on their own time, train travel by business class or VIA1 may be allowed.

7. Personal Automobile

If a private automobile is used for approved Centre purposes, the owner should ensure that personal car insurance is adequate. A minimum of \$2,000,000 third party liability insurance is recommended. Employees who are required to use a vehicle in the performance of their job should advise their insurance broker that they will be using their vehicle for "work purposes". Failure to insure a personal vehicle correctly could result in an insurance claim being denied. The Centre is not responsible for individual policy and payment of insurance premiums.

8. Expenses for Consultants and Other Contractors

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it. Examples of these allowable expenses could include: lodging; non-local travel.

PROCEDURE:

1. The attendee will complete and submit a *Travel Approval and Advance Request* (Appendix A) as per the policy, section 2.1. The submission will outline the purpose and the estimated cost associated with the travel requested. If the attendee is requesting a travel advance, it should be included on the form. If the form is approved, the attendee can make the travel arrangements. The completed and signed form is submitted to the Finance Department. For trips not exceeding \$500, approval by e-mail is acceptable.
2. Upon completion of the travel, the attendee will complete a *Travel Expense Claim* (Appendix B) and forward the form to the approver for signature. Once the form is signed, it is forwarded to the Finance Department for processing. The *Travel Expense Claim* must be submitted within 30 days of the completion of the trip.

PROCEDURE: (Continued)

3. Once approved, the Finance Department checks the accuracy, matches it to the *Travel Approval and Advance Request* form and makes the appropriate reimbursement.

- REFEREBCES:
1. The Religious Hospitallers of St. Joseph Health Centre of Cornwall *Mission and Philosophy*
 2. St. Joseph's Continuing Care Centre *Mission, Vision and Values*
 3. *Broader Public Sector Expenses Directive*

APPROVAL BY: Leadership and Partnerships Team _____

EFFECTIVE: 04 April 1991

REVIEWED: _____

REVISED: 27 June 2006 29 June 2011 _____

/as

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TRAVEL APPROVAL AND ADVANCE REQUEST

Long Term Care

Complex Continuing Care

Name/Payee _____

Travel Purpose _____

Department _____

Location _____

Today's Date _____

Departure Date _____

Additional Attendees _____

Return Date _____

Estimated Expense	Specifications	Estimated Amount	Advance Amount (if required)
Registration			
Transportation			
Accommodations			
Meals			
Other			
TOTAL		\$	\$

Amount of Advance (if required prior to travel) _____

Date Advance Required (if applicable) _____

Employee Signature

Department Head Signature

Executive Director (ED) Signature

Board Chairperson Signature (for ED travel
over \$500 only)

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TRAVEL EXPENSE CLAIM

Long Term Care

Complex Continuing Care

Claimant _____

Travel Purpose _____

Department _____

Location _____

Today's Date _____

Departure Date _____

Additional Attendees _____

Return Date _____

Date	Description	Accommodations	Meals	Other (Registration, Transportation, etc.)	TOTAL
HST					
TOTAL					\$

Finance Department Only		
Vendor:		
Account	Tax Code	Amount
		\$
	HST	
	TOTAL	\$

Calculation of Amount Claimed or Refund Due

Total Expenses: \$ _____
 Less: Advances or Prepaid Amounts: - _____
AMOUNT TO BE PAID \$ _____

 Employee/Traveller's Signature

 Department Head Signature

 Executive Director Signature

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 Board Chairperson Signature (for all ED travel only)