	<b>POLICY AND PROCEDURE</b>	On-Line System Category	Code No <b>Not applicable</b>	Page 1 of 1
<b>Travel Reimbursement and Expense Policy</b>			<b>Date Effective:</b> February 24 <sup>th</sup> 2010 <b>Date Reviewed:</b> <b>March 31<sup>st</sup> 2011</b> <b>Date Revised:</b> <b>March 31<sup>st</sup> 2011</b>	
<b>Issued by:</b> Senior Team		<b>Approved by: Senior Team</b>		

**PURPOSE:**

To provide staff and physicians with the parameters within which they may claim expenses for operational related duties, such as travel to courses and meetings.

**POLICY:**

OSMH will reimburse Staff, volunteers and physicians carrying out administrative functions for out of pocket expenses and travel incurred in the course of their operational duties conducted for OSMH. This will include attendance at approved educational events.


**APPROVAL CRITERIA**

- The expense will produce substantial benefit to the organization;
- There is no other preferable means of obtaining the knowledge or benefit
- The expense is economically justified (it is the most efficient and economic means of obtaining the information or benefit)
- The expense is deemed essential by your respective Supervisor and cannot include expenses which were incurred on his or her behalf. Discretionary travel should only be approved depending on available funds and identified benefits.
- Method of transportation must be approved in advance.

**PROCEDURE**

The following guidelines dictate the nature of reimbursement for travel purposes:

- Hotel accommodation will be reimbursed to a maximum of \$175 a night. Any exceptions to this amount must be preapproved by the respective Supervisor. Unless the member has other hospital business, a meeting is unusually late in ending or the meeting or course runs over more than one day, only one overnight hotel stay will be reimbursed. Exceptions will be made where transportation schedules are not suitable for travel or are interrupted for some reason, an early conference start time necessitates accommodation the night prior or when weather conditions delay a departure.
- Meals will be reimbursed to a maximum of \$60 per day with a \$30 cap for a single meal. Alcoholic beverages are not a business expense and therefore cannot be included on your expense report.
- The mode of transportation chosen should be that which enables the member to attend to business with the lowest cost to the organization, consistent with the least amount of interruption to the member's regular business and personal schedules. If most appropriate travel is by automobile and the staff member wishes to use their own personal vehicle reimbursement will be provided at \$0.40 per kilometre or rental car plus gas. If a member wishes to use their automobile even though public transportation is available OSMH will reimburse for the equivalent of the public transportation costs only. If required to travel by air or train then only economy class will be covered.
- Miscellaneous items for reimbursement:
  - Telephone – necessary business related telephone calls
  - Gratuities – Not to exceed 15%
  - Ground Transportation – taxi or transportation services to and from air terminal or train stations or those required in the course of performing organization business. Where two or more OSMH employees are travelling together ground transportation to and from the air terminal or train station should be shared.
  - Parking – parking at destination when travel is by car
  - Business Services, including internet access, related to the conduct of work

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- Entertainment – charges for entertainment are not generally reimbursable. Such charges are considered to be a personal expense. In certain circumstances entertainment for business purposes may be approved by the Supervisor. If approved then those being entertained should be indicated on the reverse of the receipt.

If an individual accumulates areoplan or air mile points as a result of travel for business purposes the individual can keep said points for their own personal use.

All expenses must be accompanied by an Expense Form (copy attached) summarizing all receipts. The original receipts should accompany this form.

Expenses not covered

- Interest charges on outstanding credit card balances
- Entertainment videos and movie channels
- Traffic and parking fines incurred while on Hospital business
- Expenses resulting from unlawful conduct
- Expenses as a result of staff member’s failure to cancel transportation or hotel arrangements when cancellation notice is appropriate
- Laundry services
- Liquor or bar bills
- Loss of money or personal effects
- Additional days beyond the business purpose of the trip
- Flight cancellation insurance.
- Hospitality Events such as office social events, retirement parties and holiday lunches.

**EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS**

Under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the expense rules of OSMH or in any contract between OSMH and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:

- Meals,snacks and beverages
- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependant care
- Home management
- Personal telephone calls



**hospital** ORILLIA  
**SOLDIERS' MEMORIAL**  
**Expense Statement**

Applicant's Name: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Traveled From: \_\_\_\_\_ To: \_\_\_\_\_

Date(s) of Meeting(s) – From: \_\_\_\_\_

To: \_\_\_\_\_

Purpose of Travel (*Please indicate title and nature of Meeting, Seminar, Workshop etc.*):

	Expense	G/L Account #
• *Reimbursement (Explain) _____	_____	_____
• GST (if any) _____	_____	_____
• **Mode of Transportation _____		_____
• ***Hotel _____		_____
• ***Meals _____		_____
• ***Other Expenses _____		_____
<b>TOTAL.....</b>		<b>\$</b>

**PLEASE NOTE:**

- \* Reimbursement - must be accompanied with receipt and, if education, certificate of successful completion.
- \*\* Car Mileage - unless otherwise arranged, business mileage should be claimed at 40¢ per kil. (.55¢ per mile) - Mileage should be calculated from Orillia.
- \*\*\* Receipts - to meet audit requirements, receipts must be attached for:
  - Hotel accommodations, meals, etc.
  - Air Travel
  - Rail Travel
  - Bus Travel
  - Parking

Expense endorsed by Department Head / Unit Manager

Approved:

\_\_\_\_\_

\_\_\_\_\_

*Vice President*

Date Submitted: \_\_\_\_\_