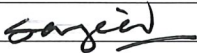


**St. Joseph's General Hospital Elliot Lake  
POLICY/PROCEDURE MANUAL**

|   |   |
|---|---|
| <b>Department</b>                               | <b>FINANCE</b>  |
| <b>Subject</b>                                  | <b>Travel Allowance</b>   |
| <b>Policy/Procedure Number</b>                  | FIN I-a-47  |
| <b>Distribution List</b>                        | Intranet  |
| <b>Approved By: Governance Committee</b>        | Board Motion 2005-12  |
| <b>Date Originated</b>                          | July 1985   |
| <b>Last Reviewed</b>                            | Jun 2003; Oct 2004; Apr 2010; Mar 2014; Jan 2020  |
| <b>Date(s) Revised</b> (Retain Previous Policy) | May 1990; Sept2003; Mar2005; Apr2007; May2010; Jan 2020   |
| <b>Senior Manager's Signature</b>               | Sanjeev Kumar  |

**POLICY**

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**Statement**

Employees, Medical Staff or Trustees on recognized Hospital business or attending authorized educational programs will be reimbursed for reasonable expenses.

**General**

All travel must be approved in advance by the Senior Manager of the Department and Trustee travel must be approved by the Chair of the Board of Trustees.

**Educational Events – Employees**

Travel time for employees to attend educational events, where travel time is over and above the employee's regularly scheduled shift, shall not be paid time.

Employee's time required to travel on their day off and/or before or after their regular work hours shall be unpaid time.

**Work Related Events**

On the occasion when work requires travel to meetings outside the community, travel time shall be included in paid time for that day. No overtime will be paid.

Employees shall be reimbursed at a rate of \$0.48 cents per kilometer effective 01 January 2020. Further, employees shall be reimbursed for mileage according to the Government of Ontario official standardized mileage chart.

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Travel advances limited to 75% of the estimated cost of the total event may be obtained from the Business Office upon presentation of an approved cheque requisition. Requests shall be submitted at least one week prior to the intended departure date. Travel advances given against mileage claims will be limited to one-half of the estimated amount or on the approval of the Senior Manager of the department. Employees who receive a travel advance are accountable for it, therefore only request what you need and do not lose it.

Travel advances will be issued in the form of a cheque.

When a travel advance is issued, a Travel Expense Report (Form No 1200) (see Policies/Finance/Forms/ Travel Expense Report 1200 Jan 2020) need to be completed by the employee, signed by the person who authorized the cheque requisition and returned to the Business Office within four (4) days of the employee's return to work. Any credit due to the Hospital shall be paid by the employee by cheque that is attached to the expense report.

In order for the individual making a claim for travel expenses to be properly reimbursed, all original receipts must be attached to the back of a Travel Expense Report, e.g. hotel, car rental, airfare, taxi, etc. Receipts are not required for meals. This Travel Expense Report should be submitted within four (4) days of returning to the Hospital.

Meal allowance will be on a per diem basis as set out below:

|              |                       |
|--------------|-----------------------|
| Breakfast    | \$12.00               |
| Lunch        | \$16.00               |
| Dinner       | \$34.00               |
| <b>Total</b> | <b><u>\$62.00</u></b> |

Meals in Toronto will be on the following per diem basis:

|              |                       |
|--------------|-----------------------|
| Breakfast    | \$14.00               |
| Lunch        | \$18.00               |
| Dinner       | \$38.00               |
| <b>Total</b> | <b><u>\$70.00</u></b> |

Breakfast may be claimed if an employee has departed from Elliot Lake prior to 0800 hours.  
Dinner may be claimed if an employee has not returned prior to 1800 hours.

#### Hotels/Motels

Wherever possible accommodations should be arranged at hotels that offer preferred rates which are often identified as "Government Rates" or "Corporate Rates". No reimbursement will be

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made for suites, executive floors, or luxury accommodations. There is a \$250.00 maximum per night for hotel accommodation. Accommodation charges over \$250.00 per night for employees must be pre-approved by the Director, CEO or Board Chair prior to the travel.

Phone Charges

Only business phone calls associated with the business trip shall be reimbursed. Personal phone calls shall be the responsibility of the individual.

Refund of Advance

Immediately upon your return, complete Travel Expense Report (see Policies/Finance/Forms/Travel Expense Report 1200 Jan 2020) and refund any unused portion of the advance to the Business Office. A receipt for money returned will be issued by the Business Office.

Non-Reimbursable Expenses

Expenses of a personal nature will not be reimbursed. These include, but are not limited to:

- Expenses relating to unlawful conduct, including traffic and parking violations
- Recreational purposes (video rentals, mini-bars, etc.)
- Personal items
- Dependent care
- Boarding of pet(s)
- Home management
- Membership to award programs or clubs (i.e. airline clubs)
- Credit card fees and late payment charges
- Social events that do not constitute hospitality
- Alcoholic drinks
- Loss of money or personal effects
- Laundry or dry cleaning
- Expenses for friends/family members, or expenses relating to travel of others (i.e. spouse)
- Special facility charges (i.e. fitness clubs)
- Additional ancillary charges (i.e. premiums for failure to refill fuel in a rental car)
- Insurance for luggage in addition to what is provided by the airline
- Travel insurance for travel outside of Canada

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|                                |                                |
|--------------------------------|--------------------------------|
| References:                    |                                |
| Reviewed in consultation with: | Senior Management              |
| Policy Credits:                | Ralph Primeau / Pierre Ozolins |
| Corresponding Form Numbers:    |                                |
| Path and File Name:            |                                |

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Standardized Distances

With the exception of those marked \*\*, distances taken from [www.gov.on.ca/cgi-bin/MBS/english/common/distance\\_query.pl](http://www.gov.on.ca/cgi-bin/MBS/english/common/distance_query.pl))

| <b>Location</b>           | <b>Kilometres</b> |
|---------------------------|-------------------|
| Blind River (return)      | 120               |
| Cornwall (return)         | 1,500             |
| Cutler (return)           | 72**              |
| Espanola (return)         | 190               |
| Gore Bay (return)         | 416**             |
| North Bay (return)        | 570               |
| Ottawa (return)           | 1,300             |
| Parry Sound (return)      | 640               |
| Sault Ste. Marie (return) | 400               |
| Sudbury (return)          | 320               |
| Thunder Bay (return)      | 1,770             |
| Toronto (return)          | 1,080             |
| Thessalon (return)        | 245**             |
| Timmins (return)          | 900               |