

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

Department	Human Resources
Subject:	Travel Allowance
Policy/Procedure Number:	PRS I-t-50
Distribution List:	All Departments
Approved By: Governance Committee	Board Motion 2005-12
Date Originated:	July 85
Last Reviewed:	June, 2003; Oct 31 04; Apr 20 10;
Date(s) Revised: (NB RETAIN PREVIOUS POLICY)	May 90/Sept. 1/03/Mar./05/Apr 30 07; May 13 10
Senior Manager's Signature:	<i>R. Primeau</i> , Director Human Resources

POLICY

Statement

Employees, medical staff or trustees on recognized Hospital business or attending authorized educational programs will be reimbursed for all reasonable expenses.

General

1. 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.

Attendance at an educational event on an employee's regularly scheduled day off will be paid at the employee's regular rate of pay.

Therefore, 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.

2. Employees shall be reimbursed according to the current Ministry of Health Travel re-imbusement rate of \$0.41 cents per kilometer which shall be reviewed on

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April 1st of each year. Further, employees shall be re-imbursed for mileage according to the Government of Ontario official standardized mileage chart.

3. 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 the estimated amount or on the approval of the Senior Manager of the department.
4. Travel advances will be issued in the form of a cheque.
5. When a travel advance is issued, an expense report will be provided. This report is 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 re-imbursed, 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.

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

Breakfast	\$12.00	Incidentals	<u>\$4.00</u> (Only on overnight stays)
Lunch	\$16.00	TOTAL	\$66.00
Dinner	\$34.00		

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

Breakfast	\$14.00	Incidentals	<u>\$4.00</u> (Only on overnight stays)
Lunch	\$18.00	Total	\$74.00
Dinner	\$38.00		

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. Incidentals may only be claimed if an employee is away overnight.

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Hotels/Motels

Employees, medical staff or trustees who do not claim a hotel/motel accommodation charge but choose to stay with family/friends while on Hospital business, shall be provided a \$60.00/day accommodation allowance as long as the \$60.00 accommodation allowance is less than the rate for a hotel/motel charge.

Phone Charges

Only business phone calls associated with the business trip shall be re-imbursed. Personal phone calls shall be the responsibility of the individual.

7. Employees who receive a travel advance are accountable for it, therefore only request what you need and do not lose it.

Immediately upon your return, complete an expense report and refund any unused portion of the advance to the Business Office. A receipt for money returned will be issued by the Business Office.

References:

Reviewed in consultation with: Senior Management

Policy Credits (author?): Ralph Primeau

Corresponding Form Numbers:

Path and File Name: c:\appsfile\hr\policypr\Travel Allowance PRS I-t-50 Apr 30 07.doc

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**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE
TRAVEL ALLOWANCE**

Standardized Distances

(with the exception of those marked "***", distances taken from – www.gov.on.ca/cgi-bin/MBS/english/common/distance_query.pl)

Location	Kilometres
Blind River (return)	120
Cornwall	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

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TRAVEL EXPENSE REPORT

Name _____ Address _____

Purpose of Travel _____ Place _____ Date _____

Transportation
Private Automobile _____ kilometres at 41¢/km \$ _____
Rented Automobile (attach invoice/receipt) _____
Air (attach copy of ticket) _____
Taxi/limousine (attach receipt) _____
Other (attach receipt) _____

Accommodation (attach receipt) _____

Meals
Breakfast _____ meals at \$ _____ per meal _____
Lunch _____ meals at \$ _____ per meal _____
Dinner _____ meals at \$ _____ per meal _____

TOTAL EXPENSES _____

LESS ADVANCE _____

AMOUNT DUE TO EMPLOYEE/TRUSTEE _____

AMOUNT DUE TO HOSPITAL _____

Signature of Employee/Trustee _____ Date _____

Approved By _____ Date _____

Account No. _____