

**POLICY AND PROCEDURE**

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Approving Body: **Administration** No.

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**Hospital Expense Reimbursement****POLICY**

Georgian Bay General Hospital's expense policy is based on the following four principles:

1. **Accountability:** The Hospital is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.
2. **Transparency:** The Hospital is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.
3. **Value for Money:** Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
4. **Fairness:** Legitimate authorization expenses incurred during the course of the business of an organization are reimbursed.

**PROCEDURE****1. Personal Business Expenses****1.1. Expense Reimbursement****1.1.1. Expense Reimbursement Form**

- 1.1.1.1. Expense claims must be submitted for reimbursement using the GBGH Travel Expense form (Excel).
- 1.1.1.2. Staff must ensure that all expenses are itemized and that all original receipts are provided. **Note:** Photocopies, credit card statements or Interac slips are not permissible as receipts. Do not alter or deface receipts or other documents in any way.
- 1.1.1.3. Staff must describe the nature of the expense and ensure that the proper department and expense codes are entered on the form.
- 1.1.1.4. If the individual seeking reimbursement incurred costs on behalf of other individuals, the names and titles of those other individuals should be included.
- 1.1.1.5. Claims must be signed by the claimant, and approved by appropriate management personnel (someone of higher authority) and forwarded, along with original receipts, to the Finance Department within 15 days of completion of travel.
- 1.1.1.6. All travel claims must be received in Finance by noon the Friday before pay week for payment the following pay week. Reimbursements are made via electronic funds transfer by accounts payable on a bi-weekly basis.

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1.1.1.7. It is the responsibility of the person with authorization to ensure that only eligible expenses are approved.

## 1.1.2. Prepayment

1.1.2.1. When requesting prepayment for hospital business expenses, staff are to submit an approved Cheque Requisition form (MSWord) to the Finance department.

1.1.2.2. In the event of prepayment for course or event registration, staff are required to submit a completed registration form to the Finance Department, as well as an approved Cheque Requisition form no later than 15 days prior to the event.

## 1.1.3. Ineligible Expenses

Expenses of a personal nature are not reimbursed. Such expenses include, but are not limited to:

- Expenses resulting from unlawful conduct
- Traffic and parking violations incurred while driving on hospital business
- Recreational activities (e.g. video rentals, mini-bar food and beverages, special facilities charges, entertainment not directly related to hospital business, etc.)
- Personal items not required to conduct hospital business
- Memberships to reward programs or clubs (e.g., airline clubs)
- Social events that do not constitute hospitality as described in section 2
- Hotel expenses incurred because of failure to cancel a reservation
- Credit card fees and late payment charges
- Additional ancillary charges such as premiums for failure to refill fuel in a rental car.

## 1.1.4. Petty Cash

1.1.4.1. Petty cash reimbursements can be made for expenses that are less than or equal to \$50.

1.1.4.2. Staff must complete a Petty Cash Voucher and have an authorized department Manager sign the voucher indicating that they have reviewed and approve of the supporting documentation and expenditures.

1.1.4.3. Staff must attach all expense receipts for which reimbursement is required and forward to Accounts Payable in the Finance Department for reimbursement.

1.1.4.4. All new requests for the creation of petty cash floats will be authorized by the Manager of Finance.

1.1.4.5. The Finance Department may perform audits on petty cash at any time.

## 1.2. Travel

### 1.2.1. General Guidelines

1.2.1.1. Where a number of staff members are attending the same function, shared travel is required whenever possible.

1.2.1.2. If preferred, book reservations for transportation (air, automobile, etc.) and accommodations on personal credit cards.

1.2.1.3. When possible, take advantage of timing related discounts (e.g. early registration, group hotel bookings, etc.)

1.2.1.4. Travel with others (e.g. spouse), including meals and cancellation fees, are not covered and must be paid by the staff member.

### 1.2.2. Personal Vehicles

1.2.2.1. When staff use their own vehicles for hospital business, reimbursement will be in accordance with the approved kilometre allowance.

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- 1.2.2.2. The hospital's kilometre allowance is \$0.42/km. This allowance covers the costs of fuel, depreciation, maintenance and insurance.
- 1.2.2.3. Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability.
- 1.2.2.4. For greater clarity, the hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for hospital business. Those driving a personal vehicle on hospital business cannot make claims to the hospital for damages as a result of a collision.
- 1.2.2.5. Receipts for parking lot charges and applicable bridge or highway tolls must be submitted with the GBGH Travel Expense form. Reimbursement will only be provided for necessary and reasonable use of toll highways, including but not limited to Highway 407 (ETR).
- 1.2.2.6. When traveling on hospital business, staff are to use the Midland or Penetanguishene sites (as appropriate) as their starting point when calculating distance. When staff are leaving from a different starting point than the hospital sites, the starting point used in calculating distance will be the lesser of distance between the hospital and destination or starting point and destination.
- 1.2.2.7. For consistency, driving directions from Google Maps or MapQuest must be provided with the distance from starting point to destination clearly highlighted.
- 1.2.2.8. Staff Travel between GBGH sites must be documented on the Inter-Site Travel Expense Form (Excel). Directors and Managers are to authorize and forward these forms each pay week to the Finance Department (attention: Payroll).
- 1.2.2.9. The standard distance to be used on this Inter-Site Travel form between the Midland and Penetanguishene sites is four (4) kilometres for a one-way trip.
- 1.2.2.10. Inter-site travel allowance reimbursements are made via electronic funds transfer by payroll on a bi-weekly basis. All Inter-Site Travel forms must be received by Payroll by noon the Friday before pay week for payment the following pay week.
- 1.2.3. Travel by Air
  - 1.2.3.1. Staff may travel by air for trips that are beyond reasonable driving distance.
  - 1.2.3.2. Staff are to make every effort to book air travel in advance in order to take advantage of discounted fares and to obtain the lowest fares compatible with necessary travel requirements.
  - 1.2.3.3. The standard option for staff is Economy (coach). Staff will choose the most economical and direct form of transportation by air. All upgrade that incur cost will be the responsibility of the staff.
  - 1.2.3.4. The original boarding pass/passes and ticket/e-ticket must be attached to the GBGH Travel Expense form for each segment of travel.

## 1.3. Meals

- 1.3.1. The hospital's meal rate for travel is \$60 per day with a cap of \$30 for a single meal. This rate is for individual meals that must be eaten to be able to submit a claim for reimbursement.
- 1.3.2. Meals are not eligible for reimbursement for staff traveling between GBGH hospital sites.

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1.3.3. When a staff member is authorized to pay for the meals of others, expense forms must include a brief explanation of the event and a list of those in attendance. The highest ranking member of staff should pay for the meal expenditures and submit the claim for reimbursement.

## 1.4. Alcohol

1.4.1. Costs incurred for alcoholic beverages are not reimbursable. Staff members are encouraged to ask the restaurant for a separate invoice when having alcohol with their meals.

## 1.5. Accommodations

1.5.1. Staff are to use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended.

1.5.2. While traveling on hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connection, provided the charges incurred are reasonable and related to hospital business.

1.5.3. Staff are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hotel bill must be attached to the GBGH Travel Expense form.

1.5.4. Staff will not be reimbursed for entertainment, laundry service, pay TV or movies, alcohol or special facility charges (e.g. fitness clubs).

1.5.5. Staff that are away from home on hospital business will be reimbursed for one personal long-distance telephone call for up to ten minutes in duration per day.

## 1.6. Consultant Expenses

1.6.1. The contract between the hospital and the consultant will clearly specify any and all reimbursable expenses.

1.6.2. Hospitality, incidental or food expense will not be considered allowable expenses for consultants and contractors under any contract between the hospital and the consultant or contractor. Types of non-reimbursable expenses include but are not limited to:

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

## 2. Hospitality

### 2.1. Provision of Hospitality

Hospitality may be extended on behalf of the hospital when:

- 2.1.1. Engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters;
- 2.1.2. Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;
- 2.1.3. Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital sector or the workings of the organization;

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- 2.1.4. Honouring distinguished persons from the health care sector in recognition of exceptional public service; and conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector.

**References:**

Broader Public Sector Expenses Directive (Effective April 1, 2011)

OHA Hospital Expense Policy Guidelines (March 2011).

**Definitions:**

*Authorization* – The approval of an expense reimbursement and business travel claim by the appropriate person with adequate signing authority. Generally, authorization requires the immediate supervisor's approval as long as the expense claim amount is within their signing limit.

*Business Expenses* – Reasonable expenses incurred by staff in the course of performing their duties.

*Hospitality* – The provision of food, beverage, accommodation, transportation and other amenities at the hospital's expense to persons who are not employed by hospital.

*Consultants* – a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

*Personal Vehicle* – A vehicle owned, borrowed or rented/leased personally by a member of staff.

*Receipt* – An original document, or carbon or certified copy, with the details of the expenditure, the amount, the date, and indicating proof of payment.

*Staff* – For the purposes of this policy, "staff" includes all hospital employees, credentialed staff, volunteers, faculty, Board Trustees, outsourced service staff and other individuals engaged in hospital business and who intend to receive travel and expense reimbursement under this policy.