



<b>MICs GROUP OF HEALTH SERVICES...</b>  <b>MICs Board of Directors</b>  	<b>TOPIC:</b> Travel Expense Reimbursement	<b>NUMBER:</b> GOV-017
	<b>CATEGORY:</b> Board of Directors	<b>DATE:</b> March 15, 2016
	<b>DEPARTMENT:</b> Finance	<b>REVISED DATE:</b> April 11, 2016 November 23, 2016 February 1, 2017 November 1, 2021 April 3, 2024
	<b>AUTHORITY:</b> MICs Board Chairs	
	<b>APPROVED SIGNATURE:</b> 	<b>LAST DATE REVIEWED:</b>

## TRAVEL EXPENSE REIMBURSEMENT

### 1. POLICY

All Board Members travelling on authorized organizational business will be reimbursed according to this policy.

### 2. DIRECTIVE

Duty travel and related cash advances, expenses, and reimbursements must be authorized and administered in accordance with this Directive.

#### 2.1 Application

This directive applies to all Board of Directors of the MICs Group of Health Services. Failure to comply with this policy may result in a decision by management to not reimburse expenditures.

#### 2.2 Authorization of Travel and Related Expenses

Directors will be reimbursed for mileage (based on Appendix A) for travel required for business. Travel will be reimbursed according to actual mileage travelled by the Director.

Travel will be authorized within the amounts established by budget. The Chief Executive Officer will sign Board of Director expense reports prior to processing for payment.

#### 2.3 Reimbursement of Expenses

Out-of-pocket expenses for meals, incidentals and other expenses will be reimbursed upon submission of the Travel / Education form as follows:

- 1) Travel and accommodation expenses paid with personal funds or by personal credit card will be reimbursed according to this policy, provided the appropriate form, authorization and receipts are presented where required.
- 2) Meal expenses will be reimbursed at rates set out in Appendix A.
  - a) Costs for alcohol will not be reimbursed
  - b) When meals are provided at conferences or on courses, no meal

allowance is to be claimed for those meals

- 3) Other appropriate travel expenses (Appendix A) may be reimbursed including the following:
  - a) minor incidental expenses which would not otherwise be incurred by the employee such as tips in a hotel and public transportation costs
  - b) business telephone calls (receipts required)
  - c) reasonable costs (e.g. porters, taxis, etc.) of special assistance for physically handicapped travellers (receipts required)

Discretion for approval will be left to the reporting manager.

- 4) Taxis may be used (receipts required). The use of taxis must be explained.
- 5) Receipts are required (unless specifically exempted by this policy) to justify the travel expense claims. If it is impossible to obtain an original or replacement receipt, it should be noted on the claim form. The approving officer shall initial the note if he / she agrees that it is appropriate to pay the claim despite the missing receipt.
- 6) Travel claims should not be accepted for expenses related to additional hotel accommodation, meals, incidentals, etc. beyond scheduled, approved travel without a detailed explanation approved by the signing authority.
- 7) If organization and personal travel are combined, the expenses that would have been incurred if the personal travel had not taken place will be reimbursed.
- 8) Within ten (10) working days of completing a trip, the duty traveller shall submit his / her claim for expenses on the preauthorized Travel / Education Expense form with the required supporting documents and receipts to the Accounts Payable department.

## 2.4 Related Issues

- 1) Travel Advances:
  - a) A duty traveller may request a travel advance of up to 80% of the anticipated travel costs.
  - b) For the duty traveller who has received a travel advance that exceeds his / her claim, he / she is to provide, within ten (10) working days of completing the trip, a personal cheque to cover the balance.
  - c) No Team Member is allowed to have more than one travel Advance outstanding at any one time.
- 2) Transportation:
  - a) Allowable expenses include economy class air fares, train and bus tickets to the city of destination. If the estimated costs are expected to be less, a rental car for travel to the city of destination is considered a reasonable alternative.

- b) Taxi fares to and from destinations within a city and associated tips. If estimated costs are expected to be less, a rental car is considered a reasonable alternative. Examples of when taxis may be appropriate include:
    - Situations requiring transportation between stations or airports and the hospital
    - Situations requiring transportation between stations or airports and a Director's home
- Parking and gasoline charges in the case where a rental car has been deemed appropriate.
- d) Rental vehicles may be used (except for local MICs travel). Rental of mid-size vehicles is encouraged. The Director is required to use car rental companies approved by the hospital where possible to ensure the most favourable rates. Consideration will be given for a rental grade upgrade based on the number of passengers, weather conditions and other safety reasons. Rental cars must be refuelled before returning them to avoid extra charges. Receipts for gasoline, parking must be submitted with expense reports.
  - e) A director has the option of using his/her personal car for business travel so long as the following conditions are met:
    - i) The vehicle must have insurance coverage of at least a \$1,000,000
    - ii) The individual has a three-year safe-driving record.
    - iii) The cost of the trip will not exceed the cost of using other forms of transportation.
    - iv) The kilometre reimbursement rate is \$0.55 per kilometre. Refer to Appendix A.

## 2.5 Accommodation

### 1) Commercial Accommodation:

- a) Lodging in the city of destination at a mid-range hotel or motel. In general, one night's accommodation per day of seminar is allowed. Exceptions to this will be considered on a case-by-case basis.
- b) The duty traveller is personally responsible for cancelling any unused reservations by the agreed acceptable time and paying any resulting penalty for neglecting to cancel on time. This provision may be waived if circumstances prevented the traveller from cancelling the reservation and a satisfactory explanation is provided.

### 2) Non-Commercial or Private Accommodation:

When a Board Member travelling on organizational business has an opportunity to lodge with a friend or relative and in doing so will reduce the overall cost to the organization, \$50 per night will be reimbursed without receipt. The details should be outlined on the expense report.

2.6 Other Considerations

**Note: Where not expressly outlined in policy but applicable in circumstance, the intent of the “Broader Public Sector Expense Directive” issued by the Management Board of Cabinet effective April 1, 2011 will be followed. The directive is attached for reference.**



**APPENDIX A**

**Meals**

The meal allowance in aggregate may be used for meals in one day. Meal expenses will be reimbursed with receipts according to the following:

- Breakfast                 \$10.00 per day
- Lunch                     \$15.00 per day
- Dinner                    \$30.00 per day

**Mileage**

**New June 2022**

Per KM \$0.57	Matheson		Iroquois Falls		Cochrane	
	KM	\$	KM	\$	KM	\$
Matheson			100	\$57	174	\$99
Iroquois Falls	100	\$57			110	\$63
Cochrane	174	\$99	110	\$63		
S.R Falls	280	\$160	216	\$123	124	\$71
Hearst	600	\$342	536	\$306	444	\$253
Kapuskasing	408	\$233	346	\$197	252	\$144
Timmins	148	\$84	154	\$88	220	\$125
Kirkland Lake	153	\$87	224	\$128	320	\$182
New Liskeard	294	\$168	366	\$209	456	\$260
Sudbury	748	\$426	748	\$426	820	\$467
North Bay	596	\$340	670	\$382	760	\$433
Toronto	1290	\$735	1356	\$773	1446	\$824

★Distances based on MOH&LTC website “Distance Calculator”

Local Trips - \$8.00 per trip