


**Red Lake Margaret Cochenour Memorial Hospital  
- POLICY -**

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DEPARTMENT:  <b>ADMINISTRATION</b>	CATEGORY:  <b>FINANCE</b>	POLICY NUMBER:  <b>ADM-FIN-I-06 BG-I-30</b>	
SUBJECT:  <b>STAFF AND BOARD OF GOVERNORS TRAVEL EXPENSE</b>	AUTHORIZATION:   <hr/> Chief Executive Officer	Distribution:	Original: Feb. 91  Revisions: Sept. 10 Oct. 11 Nov. 11

**PURPOSE**

This policy is a guide for Staff and the Board of Governors of the Red Lake Margaret Cochenour Memorial Hospital who incur expenses while out of town on authorized hospital business.

**PROCEDURE**

The following will be reimbursed:

**MEALS**

Receipts are required.  
Up to a maximum of \$75 per day.

No reimbursement shall be made for meals consumed at home prior to departure or on return or for meals included in the cost of transportation, accommodation, seminars and/or conferences. Tips must be included in these totals and must be included (maximum 15%) on the original receipts. Please provide a copy of the detailed restaurant bill. Credit card slips do not provide enough detail.

**There will not be any reimbursement for alcohol.**

**TRAVEL**

- Staff and Board Directors will be reimbursed for the most direct and economical mode of travel available, considering all of the circumstances. Every effort should be made to take advantage of early booking and seat sale incentives.
- There will be no reimbursement for additional costs incurred by taking indirect routes or making stopovers for personal reasons.
- Own vehicle for business travel will be reimbursed by way of an all-inclusive mileage allowance at a preset rate to be established from time to time.
- Education travel will be reimbursed for gas only.
- Trip cancellation insurance will be reimbursed.
- Excess personal baggage costs will not be reimbursed unless they are related to the business for which the employee is travelling.
- Original itemized receipts must be submitted along with a completed expense claim form.

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## PERSONAL VEHICLES

- Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the *Insurance Act*. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The Hospital will not reimburse costs of collision and liability coverage.
- 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.
- When own vehicles are used for hospital business, reimbursement will be in accordance with the approved kilometer allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.
- Staff and Board Directors are encouraged to travel together if possible.
- If Staff or the Board Directors wish to use their own vehicle for travel to other destinations instead of airfare, the Hospital will reimburse either the cost of a return economy airfare or kilometer rate, whichever is the lesser.
- Traffic and parking violations incurred while driving on hospital business will not be reimbursed.

## GROUND TRANSPORTATION

The cost of taxi fares or shuttle service will be reimbursed, provided receipts are included in the expense submission. Generally taxi costs are not covered if mileage has been paid.

## ACCOMMODATIONS

Accommodations including room and taxes will be covered. Mini bar, in-house movies, video games expenses are not reimbursed. Hotel expenses incurred due to failure to cancel are not reimbursed.

## PROGRAM REGISTRATION COSTS

The registration form must be channeled to the accounts payable clerk after the Staff or Board Member has received authorization from the Board Chair or CEO.

CATEGORY:

**FINANCE**

SUBJECT:

**STAFF AND BOARD OF GOVERNORS  
TRAVEL EXPENSE**

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## **TRAVEL ADVANCE**

An advance can be arranged if requested a minimum of two weeks prior to travel departure. Travel advance cheque requisitions must be completed and approved by the Board Chair or CEO.

## **MISCELLANEOUS EXPENSES**

It is recognized that there are instances where receipts are not possible (i.e. Parking meters, drive through coffee shops, tips, etc.). Receipts for items under \$10.00 per day will not be required.

Long distance phone calls from Hotels are not reimbursable. Calling cards are available upon request.

## **AUTHORIZATION**

Completed expense requests for reimbursement must accompany original receipts for travel and be submitted to the CEO for authorization and subsequent processing. Reimbursements will be made within a minimum of two weeks.