

# Staff Travel & Expense Reimbursement Policy

UPDATED APRIL 2023

## Policy

In accordance with the Broader Public Sector Accountability Act, 2010 and the Broader public Sector Expenses Directive, this policy articulates the basis for reimbursing travel, meal and hospitality expenses incurred in the performance of Youthdale Treatment Centres' (the Agency's) business.

Out-of-pocket expenses and travel costs (mileage) incurred by employees and volunteers in the course of attending to business of the Agency will be reimbursed.

## Persons Affected

This policy applies to all physicians, staff members, students of Youthdale (hereafter referred to as staff).

## Procedure

Claims for out-of-pocket expenses and travel costs (mileage) must be submitted on an approved *Staff Expenses and Reimbursements* form and/or a *Mileage Report* form with original receipts attached, on a monthly basis. Submission should be made to an employee's direct supervisor for approval, and subsequently to the Finance Department.

No reimbursement for expenses will be made after sixty (60) days of the expense being incurred.

Authorized business travel costs will be reimbursed in accordance with the rate approved by the Agency. Business travel does not include commuting between a residence and an employee's main location of work. Where possible, to reduce expenditures for travel, the shared use of one vehicle for attending to Agency business is preferred.

### METHOD OF TRANSPORTATION

Travellers are strongly encouraged to rent cars for business travel instead of using their own vehicle when the total distance to be driven in one day will exceed 200 kilometres. The size of the rental car must be the most economical and practical required for the business task and number of occupants. Exceptions must be documented and approved by the appropriate supervisor. Luxury and sports car rentals are prohibited. Additionally, the rental car must be refuelled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.

Taxicab expenses are also justified where group travel by taxicab is more economical than the total cost, had individuals travelled separately.

Travel by rail (coach class) is permitted when this is the most practical and economical way to travel.

Travel by air (regular class) is permitted when this is the most practical and economical way to travel. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited.

### MILAGE

Employees using their vehicles on Agency business within a 60km radius of their primary office relocation will be reimbursed for mileage, less the distance of a return trip from home to the office, at the current kilometre rate of \$0.42/km.

Employees traveling on Agency business beyond a 60km radius of their primary office location will be reimbursed for the cost of their gas from a full tank plus 20%, with the following exception.

**Public Transit:** The cost of public transit fees incurred while traveling on Agency business will be reimbursed, less the cost of a return trip from home to the office.

Employees will be reimbursed for parking, highway, bridge and ferry tolls incurred while traveling on Agency business, with submission of receipts or proof of payment.

A *Mileage Report* form must be completed and submitted to an employee's direct supervisor for approval and subsequently to the Finance Department.

#### **ACCOMMODATION**

If overnight accommodation is required and approved, reimbursement will be made for single accommodation in a standard room. No reimbursement will be made for suites, executive floors, or concierge levels.

#### **MEALS**

Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by a supervisor, if the expenditure is incurred when the claimant is required to work during or through normal meal periods when the claimant is away from the claimant's main office location on Agency business. Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. Reimbursement must not exceed the amount actually spent. Reimbursement for meal cost will not include any alcoholic beverages.

#### **HOSPITALITY**

In accordance with the Directive, "hospitality" is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not employed by the Agency, other designated Broader Public Sector (BPS) organizations, or any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive.

Hospitality is permitted for events attended by external non-BPS/OPS guests to advance Agency's business. Such expenses may include, but are not limited to, receptions for donors, dignitaries, or volunteers.

Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Agency business or is considered desirable as a matter of courtesy.

Hospitality expenses must be approved by the CEO and/or Board of Directors. The business purpose for the hospitality expenses, names of attendees, location, cost and approvals must be properly documented.

**Hospitality will not be reimbursed for consultants or contractors or included as allowable expenses in their contracts.**

#### **NON-REIMBURSABLE EXPENSES**

Expenses that do not have business purposes and are avoidable will not be reimbursed. Examples of such expenses include parking/traffic fines, entertainment-related costs (e.g. in-room movies, social events for staff) etc. Alcohol will not be reimbursed.

#### **RECORDS**

Records related to expense reimbursement will be maintained for a period of seven years for verification and audit purposes.