

TITLE:	Expense Reimbursement		
Manual/Policy#:	Board of Directors # IV-3	Division:	CPDMH
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1. POLICY STATEMENT

The Carleton Place & District Memorial Hospital (CPDMH) is committed to meeting all leading practices and guidelines for the administration of expenses in the broader public sector.

This policy sets out the acceptable limits and the procedure for expense reimbursement for any person associated with CPDMH who is travelling on corporate business, conducting corporate business locally, and extending or accepting hospitality on behalf of the organization.

2. SCOPE

The purpose of this policy is to establish rules for expenses reimbursed from public funds and for the acceptance of hospitality on behalf of CPDMH. These rules apply to any person in the organization including the following:

- Board Members;
- Physicians;
- Volunteers;
- Employees; and
- Consultants and contractors engaged by the organization, providing consulting or other services.

This policy is intended to comply with the Ontario Broader Public Sector Expenses Directive.

3. GUIDING PRINCIPLES

This policy is based on four key principles.

A) Accountability

The organization is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.

B) Transparency

The organization 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.

C) 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.

D) Fairness

Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

4. DEFINITIONS

Business Expenses – Reasonable expenses incurred in the course of performing duties on behalf of CPDMH. This excludes any expenses for an accompanying friend or family member and any expenses for the personal part of travel if business and personal travel is combined in one trip.

Personal Expenses – Expenses of a personal nature include but are not limited to expenses for:

- expenses resulting from unlawful conduct;
- traffic and parking violations incurred while driving on Hospital business;
- recreational purposes (e.g. video rentals, mini-bars, special facilities charges, entertainment not directly related to hospital business, etc.);
- personal items not required to conduct hospital business;
- memberships to clubs such as Airline clubs;
- social events that do not constitute hospitality as defined in this policy;
- expenses incurred due to the presence of friends or family members, unless part of hospitality as defined in this policy;
- additional ancillary charges such as premiums for failure to refill fuel in a rental car.

Provision of Hospitality – Hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not employed by this organization.

5. PROCEDURE**Accountability Framework**

Good record-keeping practices must be maintained for verification and audit purposes and more specifically:

Individuals Making Claims (Claimants)

Claimants are required to:

- familiarize themselves with the information in this Policy;
- obtain all appropriate approvals before incurring expenses;
- submit original, itemized receipts with all claims;
- make clear the purpose of incurring the expense;
- submit a completed expense form for reimbursement within one month of incurring the expense;

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- if the information above is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making;
- If expenses are incurred on behalf of other individuals, include the name and companies of all individuals on the form;
- In the event that travel is cancelled, any travel expenses that have been reimbursed to the claimant by the vendor, must be reimbursed to the organization within thirty (30) days of such cancellation;
- reimburse the organization for any purchased services which have not been utilized;
- if leaving employment with an organization, submit any claims for expenses before leaving the organization.

Individuals Approving Claims (Approvers)

Approvers are required to:

- familiarize themselves with the information in this Policy;
- ensure all claims and receipts are correct, reasonable and in accordance with this Policy;
- provide approval only for expenses that were necessarily incurred in the performance of the organization's business;
- provide approval only for claims that include all appropriate documentation;
- in the event that the expenses exceed the approver's signing authority, submit this claim to their supervisor for approval.

Authorized Approvers

The following approvals must be obtained:

- employees sign and submit the expense form and receipt(s) to their supervisor for approval;
- volunteers sign and submit the expense form and receipt(s) to the Chief Nursing Executive for approval;
- the CEO signs and submits the expense form and receipt(s) to the Chair of the Board of Directors or delegate for approval;
- Credentialed staff sign and submit the form and receipt(s) to Chief of Staff or CEO for approval;
- Board Directors sign and submit the expense form and receipt(s) to the Chair of the Board of Directors or delegate for approval.

Issuing Reimbursements

The following is the expected procedure for issuing reimbursements:

- Claimant submits the Mileage Statement or Expense Statement and receipt(s) to authorized approver;
- The approver assigns an account code based on the description of the purpose of the expenses;
- Accounts Payable issues a cheque, less any advances, for approved business expenses to the person identified as "payable to" on the form.

All procedures must confirm to the Signing Authority Policy for the organization.

Travel

All travel requires prior approval as follows:

- within the area of the Champlain LHIN and the National Capital Region – no approval required;
- within Ontario but outside the area of the Champlain LHIN and the National Capital Region – immediate supervisor;
- outside Ontario and the National Capital Region – CEO.

The means of transportation (plane, train, vehicle) should be the most practical and economical way to travel. Economy (coach) class would be the standard option, and approval by the CEO is required for any other type of fare. Considerations for making the decision should include circumstances such as accommodation, length of travel, health and safety considerations, ability to work while travelling, etc.

When staff use their own vehicles for hospital business, reimbursement will be in accordance with the approved kilometer allowance which is currently \$0.45. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance.

Receipts for parking lot charges and applicable bridge or highway tolls must be submitted with expense reports.

Accommodation

Any request for over-night accommodation must be pre-approved. Additional expenses for Internet connection or other charges reasonably incurred to conduct business while travelling will be approved.

Meals

The amount claimed for meals should be reasonable in the context of the nature and the location of the travel. Reasonable gratuities of up to 15% will be reimbursed.

Alcohol/Cannabis

Alcohol/cannabis for personal consumption may not be claimed as part of a travel or meal expense claim.

Provision of Hospitality

The most senior employee present must make the claim for any hospitality expenses.

Reimbursable hospitality expenses must:

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- demonstrate a reasonable ratio of staff to persons who are not engaged in work for the organization;
- be extended in an economical, consistent and appropriate way when it will facilitate organizational business or is considered desirable as a matter of courtesy;
- any exceptions to the above must have prior approval of the Chief Executive Officer (CEO) or delegate;
- be approved by the CEO or delegate if guests include vendors (current or prospective) to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor; and
- be prior approved by the CEO or delegate if alcohol/cannabis is being offered as part of the hospitality.

Note: In circumstances where alcohol is approved, appropriate measures must be taken to ensure a reasonable limit is placed on the quantity and cost of alcohol to be provided in advance of the event, usually a meal or reception.

Hospitality may be extended on behalf of CPDMH when:

- engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters;
- sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;
- providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital and/or nursing home sector or the workings of the hospital;
- honouring distinguished persons from the health care sector in recognition of exceptional public service;
- conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector; and
- recruitment of healthcare professionals and board directors.

Acceptance of Hospitality

- Acceptance of hospitality from vendors (current or prospective) may constitute a conflict of interest. Managers are responsible for ensuring that staff are aware of their conflict of interest obligations.
- Staff should ensure that they avoid the appearance of impropriety or favouritism when accepting hospitality from vendors (current or prospective). Staff attendance on behalf of CPDMH at various third party events, including but not limited to sporting events, entertainment, dinners or speaking engagements, must not violate the hospital's conflict of interest obligations, nor should such attendance *appear* to violate those obligations.

Expenses for Consultants and Other Contractors

Consultants should seek reimbursement only for expenses explicitly agreed to by the consultant and the hospital, and as detailed in the consultant's contract.

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In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors or in any contract between an organization and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:

- meals, snacks and beverages;
- gratuities;
- laundry or dry cleaning.

Evaluation:

This policy will be reviewed annually.

6. REFERENCES

N/A

7. APPENDICES

N/A