

 HÔPITAL DE Mattawa HOSPITAL 217 Turcotte Park Rd. Mattawa, Ontario P0H 1V0 Ph#: 705-744-5511 Fax #: 705-744-6026	Title: Travelling on Hospital Business		
	Manual: Policy and Procedure Manual		Page 1 of 3
Author/Originator: SMC	Initials 	POLICY #: T-240	Distribution: All Departments
Approved by: CEO	Initials (Original policy signed)	Date Issued: 01-1989	Date Reviewed:
			Date Revised: 01-2009 10-2009 01-2011

POLICY STATEMENT

Employees travelling on Hospital business will be reimbursed for reasonable expenses which are necessary to carry out the assigned business. Employees on educational commitments are reimbursed for certain expenses as approved by the Chief Executive Officer.

PROCEDURE

1. Employees requesting an advance for a trip on Hospital business must complete the Request/Authorization for Hospital Business Form.
2. All submissions will be reviewed by the Chief Executive Officer who will advise the senior manager of the decision.
3. Transportation
 - i) Effective April 1, 2009, mileage is as per sliding scale below, based on Mattawa gas prices at the beginning of the month:

When gas price = up to \$0.99/ltr	.41¢ per km
When gas price = \$1.00 to \$1.09/ltr	.42¢ per km
When gas price = \$1.10 to \$1.19/ltr	.43¢ per km
When gas price = \$1.20 to \$1.29/ltr	.44¢ per km
When gas price = \$1.30 to \$1.39/ltr	.45¢ per km
When gas price = \$1.40 and up	.46¢ per km
 - ii) Air travel is permitted only if authorized by the Chief Executive Officer
 - iii) Employees required to utilize their car for in-town trips may charge a flat fee of \$2.50 (\$5.00 round trip).
 - iv) Employees not able/willing to utilize their personal vehicle may use a cab under contract to the Hospital, with authorization by their immediate supervisor.
 - v) The Hospital does not accept any liability regarding the use of a personal vehicle.

IMPORTANT NOTE TO USER

Revision can only be done by the Author / Originator.

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- vi) Employees may claim mileage to and from the Hospital and meeting locations.

4. Accommodation

- i) A single room will be reserved at a reasonably priced hotel or motel. Some hotels offer special discounts to persons travelling on Hospital business. Employees should ensure they have been granted the discount if applicable.

5. Meals

- i) Meals may be reimbursed at the rate of **\$45.00** per day maximum with receipts. Alcoholic beverages may not be claimed.
- ii) It will sometimes be necessary to entertain others, such as Board Members, other institutions or Government Officials and such costs will be acceptable with approval.

6. Miscellaneous Expenses

The cost of miscellaneous items such as tips (15%) and parking fees may be claimed.

7. Telephone Calls

One long distance call home per day is permitted while out of town on hospital business.

8. Receipts

Receipts for accommodation, meals and travel must be attached to the statement of expense account form when submitted. Credit card slips are not acceptable; you must submit restaurants' receipts.

9. Submission of Travelling Expense Form

- a) The "Travel Expense Form - T-250" is to be completed and forwarded to the Department Head/Manager within three (3) working days after travelling on Hospital business.
- b) The form is forwarded to Accounting where the cheque to the employee is issued.

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Page 3 of 3

FIXED TRIP COSTS

The following fixed mileage was approved, effective January 11, 2011:

1-way

- from Mattawa to North Bay 62 km
- from Mattawa to Sturgeon Falls 100 km
- from Mattawa to Sudbury 184 km
- from Mattawa to Ottawa 293 km
- from Mattawa to Toronto 399 km
- from Mattawa to Thorne 79 km

REF: T-250 Travel Expense Form

COMMITTEES/STAKEHOLDER REVIEW & APPROVAL

This provides evidence that the relevant committee/stakeholders affected by the policy and procedure have reviewed and approved the content:

Committee / Stakeholders:	Date:

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