



Team Name: Finance Leadership Team Lead: VP Finance & Capital Approved by: VP Finance & Capital	Reference Number: ORG.1310.PL.003 Program Area: Finance Policy Section: General
Issue Date: January 29 2015 Review Date: Revision Date: October 21, 2016	Subject: Employee Travel

POLICY SUBJECT:

Employee Travel

PURPOSE:

To provide employees with clear direction on what reimbursements they are entitled to when their duties require them to travel on official organizational business.

BOARD POLICY REFERENCE:

Executive Limitations (EL-05) Financial Conditions & Activities

POLICY:

Southern Health-Santé Sud recognizes the need for business travel by employees and contract workers throughout the region and outside the region in order to carry out the business of the RHA. This work includes both professional and management service delivery and required or approved attendance at meetings, conferences or staff training. Southern Health-Santé Sud further recognizes the need for consistent payment of personal expenses incurred by employees in the course of travelling for official business purposes.

The travel regulations set out hereafter apply to all employees of Southern Health-Santé Sud, except as may be otherwise be provided by collective agreement.

All managers are required to have sufficient understanding of this policy to provide authorization of expense claims for employees reporting to them.

- All expense travel claims must be submitted on the Expense Claim Form and approved by the employee's immediate supervisor or by a level of supervision higher than the employee's immediate supervisor, but under no circumstances may an employee approve his own expense travel claim.
- An employee's place of work shall be considered the starting point and point of return of any business trip, unless the employee leaves from and/or returns directly to his home and the distance travelled is less.
- Reimbursement for use of a private vehicle will be based on a per kilometer allowance consistent with that prescribed in the Manitoba Government Employees Union (MGEU) Master Agreement.

- Reimbursement for use of a private vehicle will be based on the distance chart attached to the Expense Claim Form, unless prior approval is provided by the employee's supervisor. For locations not included on the distance chart employees may use the distance on their vehicle's odometer.
- Original Receipts detailing purpose of travel and names of those included in meal claims must be attached to the related expense claim.
- Reimbursement for meal expenses will be the lesser of actual cost and the breakfast, lunch and dinner allowance prescribed in the Manitoba Government Employees Union (MGEU) Master Agreement.
- Alcohol and gratuity costs shall not be claimed for reimbursement.
- Employees with Southern Health-Santé Sud issued credit cards utilized for travel related expense are required to comply with all of the requirements of this policy.

STANDARD GUIDELINES:

Transportation Expenses

The use of a car is the accepted method of travel on Southern Health-Santé Sud business, except for business trips where air travel is more practical. Except in cases where a higher standard of travel is approved by the Chief Executive Officer or designate, the travel claim of every employee for transportation expenses shall be restricted to the cost of the following standards of travel:

- By air, economy class. Business class air travel may be used, if:
 - No less expensive accommodation is available and a delay in arrival is not acceptable; or
 - The employee is officially accompanying a person travelling Business class.
- By rail, where sleeping accommodation is not required, coach class.

Rental Car

Where an employee is authorized to use a "drive yourself" car, reimbursement for car rental shall include only the costs of the daily rental charge, the insurance paid to the car rental agency for release of liability and any additional charges per kilometer and for gasoline.

Taxi

The use of taxis may be authorized when the use of such transportation is necessary and reasonable.

Insurance

- The Southern Health-Santé Sud does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.
- Every employee is responsible for the payment of his or her own insurance premiums, except in the case of a rental car.

Kilometer Allowance – Private Car

- The Chief Executive Officer or designate may authorize travel by a privately owned automobile where the employer requests the employee to use a personal vehicle on Southern Health-Santé Sud business taking into account (a) the number of persons travelling, (b) cost of alternate means of transportation and (c) urgency of travel.
- In addition to the kilometer allowance, an employee may claim reimbursement for reasonable expenses incurred for bridge, road and tunnel tolls, as well as, parking charges paid where no alternative free parking

was available. Airport parking charges can be claimed where the amount of parking charges does not exceed the cost of taxi fares to and from the airport. No claim may be made for any other operating expenses, or any expenses resulting from damages or loss by theft.

- No additional allowances are payable for carrying passengers. It is expected, however, that when more than one employee is travelling on Southern Health-Santé Sud business to the same destination, one employee will often be requested to take the other employees with him as passengers.
- Where an employee requests permission to use his car and Southern Health-Santé Sud agrees, an allowance as set forth in the Expense Claim Form, as may be amended from time to time, shall be paid, providing that method of transportation is the least expensive.

Accommodation, Meals and Incidental Expenses

- An employee shall be reimbursed his actual expenses for commercial accommodation, however, the price paid for accommodations should not normally exceed the rates quoted under the Government's agreed maximum hotel room rate program.
- Reimbursement for hotel invoices will be provided for items covered in this policy or related regulation, normally limited to accommodation, parking and meals.
- An employee who makes private arrangements for overnight accommodation may be reimbursed at a rate of \$20.00 per night.

Meals

Employees may be reimbursed for the actual and reasonable cost of meals while travelling on Southern Health-Santé Sud business to a maximum of the meal rate paid by the province of Manitoba contained in the Government Employees' Master Agreement.

An employee may not claim expenses in respect of meals provided enroute, meals included in conference registration fees, etc.

Business Meetings

An employee may be reimbursed for reasonable expenses incurred, where such expenses have been approved by their supervisor, to facilitate the conduct of Southern Health-Santé Sud business and when incurred for room rentals, equipment rentals, meals and other related service costs.

Extraordinary Expenses

Expenditures necessarily incurred on Southern Health-Santé Sud business which are not authorized by this policy, or which are in excess of the amounts available under this policy, shall be accounted for with the employee's claim, accompanied by receipts and details of the circumstances. Such a claim will be paid only if the Chief Executive Officer or designate, is satisfied that the expenses were reasonable and justifiable.

Travel Claims

- All employees shall submit travel claims on a Southern Health-Santé Sud Expense Claim Form detailing all expenditures incurred by the employee, dates, etc.
- The following expenses shall be supported by receipts or other appropriate documents:
 - Personal Vehicle Travel
 - Meals

- Parking
 - Accommodations
 - Airfare
 - Car rental costs including insurance coverage.
 - Taxis
 - Expenditures not specifically provided for in this policy.
- Supervisors approving employee expense claims are responsible for:
- Validating original expense claim receipts.
 - Submitting scannable expense claim documents to Account Payable for payment.
 - Destruction of original expense claim receipts.
- Under normal circumstances, travel claims should be submitted on a monthly basis.

Supporting Documents

ORG.1310.FORM.002 Employee Expense Claim