

Title:	Business Expenses, Travel and Transportation, Meals and Other Allowable Expenses - POL-PRO INT
Folder Name:	Management System\Trillium Health Partners\Corporate Policies and Procedures\Finance and Procurement\Finance\Integrated\
Date of Issue:	29/11/2022
Policy Sponsor:	Carol Vinette Hancharyk, VP
Next Revision:	28/11/2025

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1. PURPOSE AND APPLICATION

The purpose of this Policy and Procedure is to outline the expenses that qualify for reimbursement and the process for reimbursement.

This policy applies to local, foreign, and other business and travel expenses paid from all **Hospital** administered funds, including research grants, donations, and contracts.

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1.1 Application

All employees, Professional Staff, volunteers, students/learners, independent and external contractors and consultants, and all other individuals who represent the Hospital and incur business expenses are bound by this policy (collectively referred to as “Individuals”).

2. GUIDING PRINCIPLES

Expense reimbursements are based on the following key principles:

1. **Accountability** – Trillium Health Partners (THP) is accountable for the use of public funds when reimbursing travel, meals and hospitality expense. All expenses must support the hospital’s business objectives.
2. **Transparency** – Trillium Health Partners is transparent to all stakeholders. The rules for incurring and reimbursing expenses are clear, easily understood and available to the public. All expenses requiring external disclosure will be reported to meet Broader Public Sector Accountability Act (BPSAA) legislated requirements
3. **Value for Money** – Taxpayer dollars are used prudently and responsibly. Plans for expenses are necessary and economical with due regard for health and safety.
4. **Fairness** – Allowable and authorized expenses incurred during the course of hospital business are reimbursed.
5. **Appropriateness/Reasonableness** – That expenses submitted for reimbursement have been by incurred by individuals acting in good faith and in the best interests of the Hospital and in doing so demonstrate accountability, transparency, honesty, integrity, and ethical behavior.

3. POLICY

3.1 Overview & Eligible Business Expenses

Individuals may incur business expenses related to Hospital business requiring reimbursement. Business expenses include hospitality, travel, and other business related expenses such as mileage to off-site locations to provide care, attend MOH/LHIN or vendor meetings, etc.

The Hospital reimburses the cost of allowable and authorized business, travel, meals, and other expenses incurred provided that the expenses submitted are:

- Work related
- Comply with legislation, government direction and/or Hospital procedures and policies
- Appropriately authorized in advance
- Reasonable
- Appropriately documented with sufficient supporting details

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- Forwarded to Finance Department for processing in a timely manner

Individuals seeking reimbursement must exercise discretion and due care while incurring business, travel, meal, and other expenses to ensure the Hospital resources are used as effectively as possible. For example, ensuring that travel is necessary and economical, and exploring other options (such as carpooling, teleconferences and video conferencing) where possible.

Only practical, economical, and reasonable expenses will be reimbursed and must be supportive of Hospital/program objectives.

To ensure proper stewardship over hospital resources, the Hospital Finance Department will continue to monitor all approved expense forms and request further details and supporting information, where deemed necessary, to ensure compliance with all aspects of this policy and overall BPS Accountability Act legislated requirements.

3.2 Ineligible Expenses

Unless specifically approved by an employee's Manager and the Hospital's Chief Financial Officer (CFO), advances against future expenses such as travel advances are not permissible. In these limited cases, where an advance has been approved, any unused funds must be promptly reimbursed to the Hospital.

Certain expenses considered of a personal nature will **not** be reimbursed by the Hospital. Examples include the following but not limited to:

- Parking costs incurred on Hospital premises (considered part of regular commute to work).
- Road toll charges (e.g 407 Highway charges) □ Beverages containing alcohol.
- Dry cleaning unless in exceptional circumstances which must be approved by the manager one level above.
- Movies, or other in-room entertainment.
- Other incidentals such as newspapers, toothbrushes, haircuts, and other products and services that would normally be expected to be consumed by the individual while not on business.
- Interest charges on outstanding charge card balances.
- Insured losses to vehicles.
- Parking and traffic fines.
- Personal expenses including kennel fees, travel, accident and life insurance, mini bar charges.
- Expenses of family members unless these individuals are also on approved hospital business.
- Expenses for failure to cancel transportation or hotel reservations when appropriate notice period is provided.
- Passport expenses.
- Excess personal baggage.
- Memberships to clubs or reward programs, unless expressly included as part of a Hospital contractual arrangement.

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- Premiums charged due to failure to refuel rental cars.
- Expenses incurred as a result of unlawful conduct.
- Any other expense considered by Hospital Finance Management not in compliance with this policy's intent.

Lost Luggage/ Emergencies: In the event luggage is lost or there is an emergency, reasonable expenses for basic essentials will be allowed. Receipts must be provided upon return.

3.3 Hospitality Expenses

“Hospitality” is defined as the provision of food, beverage, accommodation, transportation and other amenities, paid out of public funds, to persons who are not employed by the Hospital and who are not engaged to work for the Hospital. In essence, hospitality functions involve **external** parties.

Functions involving only people who are employees of Trillium Health Partners (e.g. office social events, retirement parties, holiday lunches, etc.) are not considered hospitality functions. **Please refer to Catering/Corporate Events/Staff Recognition Policy** for guidance on these types of expenses.

Where hospitality events are extended by the Hospital, and where guests include vendors (current or prospective), Managers/Directors are responsible for obtaining the necessary approval beforehand from Hospital Senior Management and SSW Strategic Sourcing Director to ensure the event does not give, or is not perceived to give preferential treatment to any vendor. **Please refer to the Hospital’s Code of Conduct Policy** for perceived, potential or actual conflicts of interest.

Hospitality may be extended on behalf of the hospital when:

- engaging in discussion of official public matters with or sponsoring formal conferences for Representatives from other Governments, the Broader Public Sector, Business and Industry, Public Interest Groups, Labour Groups;
- engaging in recruitment activities for physicians and other priority positions;
- honouring distinguished persons from the health care sector or volunteers in recognition of their public service;
- conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector; and
- other CEO Hospitality functions conforming to these policy requirements

Alcohol may be served at Hospitality events subject to receiving **prior written approval from the Hospital Chief Executive Officer (CEO)** and ensuring appropriate steps are taken that alcohol is provided responsibly (e.g. food should always be served when alcohol is provided).

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3.4 Expense Reimbursements for External Contractors/Consultants

“Allowable” business expenses will be reimbursed to consultants/contractors where:

- specified in the signed contractor / vendor or consulting contract and
- in compliance with:
 - o this policy - **Business Expenses, Travel & Transportation, Meals, and Other Allowable Expenses** and
 - o legislated requirements.

Allowable expenses may include travel-related expenses, photocopying expenses, room rentals, courier expenses, etc.

Expenses that are **NOT** allowed for reimbursement include:

- those not specified within the vendor or consulting contract
- Hospitality, incidental or food expenses regardless of their inclusion in the consultant/contractor legal agreement

4. APPROVAL AND SIGNING AUTHORITY – ACCOUNTABILITY FRAMEWORK

Expenses must be approved by the manager or management administrator one level higher than the person claiming the expense in accordance with the **Hospital Signing Authority Policy**.

The Chief Executive Officer (CEO) has the authority to establish additional rules regarding expenses to meet specific operational needs or modify the level of approval upwards to a more senior level.

Individuals must have advance approval to incur travel expenses outside Ontario on behalf of the Hospital. See [Appendix A](#) for Preapproval Form. The completed and approved Preapproval Form should accompany the expense report. The traveler and the individual who approves payment are responsible for ensuring that claims for expenses are in accordance with this policy and are directly related to Trillium Health Partners’ purposes only.

Approvers are prohibited from approving their own expenses directly or indirectly. Expenses for a group can only be claimed by the most senior person present (e.g. expenses cannot be claimed by an individual that are incurred by his/her approver).

Original signatures for both claimant and approver are required.

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5. RESPONSIBILITIES

ROLE	RESPONSIBILITY
Individual	<ul style="list-style-type: none"> Exercise discretion and due care while incurring business, travel, meal, and other expenses to ensure that Hospital resources are used as effectively as possible. Determine the most economical and efficient method of travel and food. Obtain required pre-approval of travel and Hospitality expenses (where applicable). Pay for the expense at the time it is incurred and obtain a detailed receipt to support your expense claim. Prepare and sign an Expense Claim Form with all detailed supporting documentation and forward to your approver. Respond to any questions from the Finance Department re additional information required to support a claim.
Approver of Business expense/reimbursement Approver of Business expense/reimbursement (cont'd)	<ul style="list-style-type: none"> Is the Individual's manager who is one level higher than the person claiming the expense Ensure compliance to Hospital Signing Authority policy Seeks clarification where required on any issues involving job related requirements and corporate learning with Human Resources, expense eligibility with Finance, etc. When authorizing expenses, Approvers must: <ul style="list-style-type: none"> exercise good judgment and knowledge of the situation; ensure the expenses comply with the principles, spirit and mandatory requirements set out in this policy; ensure the expense can stand up to audit and public scrutiny; ensure there is proper documentation such as original, itemized receipts; ensure the expenses are fair, reasonable, equitable and appropriate; ensure the internal coding of the expenditure is accurate and complete. Submit approved Expense form with all supporting documentation to Hospital Finance – Accounts Payable.
Human Resources in conjunction with Finance	<ul style="list-style-type: none"> Provide and/or track any requested confirmations re: THP job /employment requirements from Hospital Management (e.g Directors/Managers) for individuals in their portfolio who wish to claim unreimbursed business expenses on their personal income taxes. (e.g. signed T2200 Revenue Canada Tax Forms, etc.)

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ROLE	RESPONSIBILITY
Finance – Accounts Payable & Management	<ul style="list-style-type: none"> • Ensure appropriate documentation and authorization is provided by Individuals/departments for expenses. • Follow up with vendors and/or programs/departments if there are questions or more information is required about the submitted expenses. • Process appropriately validated expenses and/or direct vendor payments as required. • Determines when Corporate Credit card use is most appropriate • Identify issues or trends requiring further monitoring and reporting to Senior Management • Conduct random audits of mileage distances using an external source. • Review this policy every three years or more often as required. • Communicate policy requirements and expectations. • Evaluate effectiveness of the policy and procedures. • Review the eligibility of expense types and the mileage rate every year.
Site-specific Shared Services West (SSW) Corporate Buyer	<ul style="list-style-type: none"> • Review the documentation for the use of the Corporate credit card for completeness/instructions/authorization, and appropriateness for Hospital credit card use. • Obtain the necessary Finance Department approvals for the Corporate credit card usage and place the order with the vendor directly.
CEO	Has the authority to establish additional rules regarding expenses to meet specific operational needs or modify the level of approval upwards to a more senior level.

Approval and endorsing authority of this policy and procedure:

Type of Policy	Policy Sponsor	Endorsing Authority	Approval Authority
Corporate administrative policies	Executive Vice President & Chief Administration Officer	Director, Financial Accounting Services	President & CEO Executive Vice President & Chief Administration Officer

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6. EXPENSE CLAIM FORMS AND RECEIPTS

Expense Claim Forms

All Business Expenses, Travel & Transportation, Meals, and Other allowable expenses will be reimbursed only through the submission of a mandatory Trillium Health Partners' Expense Reimbursement / Payment Requisition form (available from on Hospital's intranet – See [Appendix](#)) to the Hospital Finance Department.

Properly completed claim forms must have a clear statement of the purpose of the business or travel, and show all expenses relating to the event.

Each expense must be supported by an original, dated expense voucher or receipt. All expenses must be clearly detailed. Claims for “miscellaneous” or “sundry” items will not be reimbursed and returned to the submitter (traveler) for clarification.

By signing the claim form, the claimant and approver are certifying that the information contained on the form is accurate to the best of their knowledge.

At a minimum, expenses should be submitted in a timely fashion, namely by the end of the quarter following the incurring of the expense. Expenses not submitted within this allowable time frame will NOT be reimbursed.

Normally, travelers should settle travel claims within ten (10) working days of return (or as soon as the applicable credit card information is immediately available.)

Incomplete claim forms will be returned by the Finance Department to the originator unprocessed.

Receipts

Original detailed receipts (e.g. hotel bills, parking, airport improvement fees, meals etc.) are required to support a claim. Photocopies or copies are NOT acceptable and will NOT be paid. Travel agency invoices, cancelled cheques, credit card statements or “paid” notices, are not acceptable as they do not contain enough required details (e.g. # of attendees, HST component, payee information, etc.). If the original receipt is not available or not possible, you must submit a written explanation for the claim explaining why the original receipt is not available and provide it to one of the Directors of Finance for approval. If this is approved it can be submitted with your claim.

Meals and other expenditures not supported by detailed receipts (i.e. only the credit card receipt is provided) will **not** be reimbursed.

Alcohol expenses do not qualify for reimbursement. (Alcohol can only be served when the hospital has engaged with an external organization for a paid catered venue.)

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Electronic ticketing (or “ticketless” travel) is where a traveler has arranged for air travel via one of the contracted agencies and no hardcopy ticket is produced. Travelers using e-tickets are faxed or e-mailed a confirmation of their travel itinerary and the cost from either the airline or the travel agency. This will be considered the receipt.

Paper tickets will require the passenger copy of the ticket along with the invoice for reimbursement.

7. TRAVEL & TRANSPORTATION

7.1 Reimbursement Mileage and Rate

It is recognized that employees may be required to use their personal vehicles to travel to external non-Hospital destinations in order to carry out their job duties. To support employees, it is Hospital practice to reimburse such mileage and parking expenses for employees when it is properly documented and approved.

Employees using their own personal vehicles MUST be appropriately licensed as an Ontario driver and have adequate personal vehicle insurance for these business purposes. Efforts should be made to minimize travel between hospital sites where practical and fully utilize other communication means such as teleconferences, video conferencing etc. Every effort must be made to take the most direct route to the destinations.

Eligible Mileage

Mileage that is incremental **and** actually incurred for business purposes should be claimed.

- “Incremental” meaning the additional mileage that was incurred over and above the mileage an employee typically occurs on their personal daily commute to work.
- “Actually incurred” meaning the distance between the employee’s designated Hospital site office location and the business destination

Ineligible Mileage

Travel expenses for mileage between Hospital sites are NOT eligible.

For clarity, a "Hospital site" includes not only the three main Hospital sites but also designated Hospital offsite locations and community outreach locations, where Trillium Health Partners' services are provided from.

Travel Mileage that is considered “personal use” is not eligible for reimbursement. (For example, travelling expenses associated with a person’s regular commute to work is NOT considered a “business” expense. If claimed, the Hospital would be obligated to report this as a taxable benefit to Revenue Canada, therefore as a practice, no mileage considered “personal” should be submitted on Hospital Expense form claims.)

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Unreasonable excess mileage that indicates no valid reason (such as road closures, etc) existed for not taking the most direct route.

Where an individual has incurred business expenses that exceeds the amount claimable as specified in this policy (e.g additional inter-site mileage, required home office expenses, etc), they may personally consult with Revenue Canada as to the availability to claim the unreimbursed amount on their personal income tax return.

Other

Mileage reimbursement claims are submitted to Hospital Finance Accounts Payable for processing. For those employees whose jobs entail significant daily travel throughout the day and month, a detailed log showing the various destination locations & specific addresses should be submitted with the Expense reimbursement form to support the mileage \$ amount being claimed. On a random basis, the Finance Dept will periodically validate the mileage distances be claimed by using an independent mileage calculator (such as Google maps). Staff should be prepared to provide further information during these expense reviews if asked.

Mileage will be reimbursed at the following rates per kilometer when incurred as a result of job related duties:

- **\$0.45** per kilometer (**Fiscal 2018/19**, namely travel between April 1, 2018 to March 31, 2019)
- **\$0.45** per kilometer (**part of Fiscal 2019/20**, namely travel between April 1, 2019 to November 30, 2022)
- **\$0.50** per kilometer (**part of Fiscal 2022/23**, namely travel after December 1, 2022).

This allowance is intended to represent reimbursement for the costs of fuel, depreciation, maintenance, and insurance.

7.2 Private Automobile

Travel by private automobile may be necessary to save time, transport equipment or to reduce costs when a number of persons are traveling together. Reimbursement to the driver is calculated by applying the km/mileage rate to the actual driving distance by the most direct route not to exceed full economy airfare. See section 7.1 of this policy for the applicable km/mileage rate.

When a private automobile is used on approved Hospital business, the owner **must** ensure that personal automobile insurance is adequate and meets the minimum insurance coverage required by the *Insurance Act*. Any and all costs incurred by the staff member or physician as the result of a “collision” (i.e. own damage) type claims are not reimbursable by the Hospital and remain the responsibility of the staff member/physician.

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7.3 Air Travel

Air travel is permitted if it is the most practical and economical way to travel. It is the responsibility of the traveler to obtain the most economical airfare available consistent with the purpose of the trip. Whenever possible, travelers should take advantage of discounts.

Economy (coach) class is the standard option for ticket purchase.

Travel in business class must have prior approval by the CEO or in the CEO's case the Board Chair, and may be considered in the following circumstances:

- on international flights; or
- on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g., health reasons).

Flight cancellation insurance, which is claimable for documented health reasons), is an allowable expense. In the event travel is cancelled, any expenses reimbursed to the traveler by the vendor will be reimbursed back to the hospital within 30 days of cancellation.

7.4 Train & Bus & Boat Travel

Travel by train, bus, or boat is permitted when it is the most practical and economic way to travel.

A coach class economy fare or regular seat is the standard.

Business class may be acceptable with prior approval in limited circumstances such as:

- the need to work with a team, while traveling on the train;
- choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g., compare an economy (coach) class ticket plus a meal, with the cost of a ticket for VIA 1, where the meal is included); □ accommodation requirements; and □ health and safety considerations.

International train travel should be at the Canadian equivalent to coach class

7.5 Car Rental

Staff and physicians may wish to rent an automobile to save time, reduce cost, or for convenience. It is recommended that the vehicle selected is the smallest size that fits the number of people traveling, business task, and weather conditions. It is also recommended that staff, physicians, and others who rent a car for company business purchase the liability insurance offered by the rental company in the name of the organization.

Reimbursable expenses include the rental fee for non-luxury model cars, the km/mileage charge by the car rental agency, insurance and gasoline charges.

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7.6 Other Transportation

Reasonable expenditures for taxis and public transportation to and from airports, railway stations, between appointments, hotel locations and meeting places are reimbursable, including reasonable gratuities for service.

7.7 Accommodation and Meals

Travelers should use single accommodation in a standard room from whenever possible and dine in restaurants of equivalent quality.

Reimbursement for meals will be limited to reasonable amounts in the particular circumstances and must be supported by an original detailed receipt for the actual cost incurred. Please refer to the **guideline** provided. Note listed amounts are inclusive of all taxes and gratuities.

These meal allowance amounts are applicable for all eligible reimbursement situations (i.e. overnight travel and Hospitality) unless specified in a unionized contract agreement or authorized by the CEO/Board for any additional discretionary amounts..

Guideline for Meal Expenditures	Within the Province	Within the Country	International
Breakfast	\$11	\$11	\$20
Lunch	\$17	\$23	\$25
Dinner	\$28	\$33	\$40
Or Per Diem Total * (* must be supported in full by detailed receipts.)	\$56	\$67	\$85

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility however and may be reimbursed only in exceptional circumstances.

In the normal conduct of business, reimbursement for overnight accommodation within the hospital area will be neither authorized nor approved. However, in an emergency or highly unusual situation exceptions will be considered.

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at public expense to persons who are not engaged in work for the Hospital, for example representatives from other hospitals. Offering Hospitality, while on travel, may be desirable to facilitate Hospital business or considered as a matter of courtesy. See section 3.3 for allowable circumstances and approval requirements.

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7.8 Other Reimbursable Travel Expenses

Specific additional reimbursable travel expense items are listed below:

- Voice and data communication charges to maintain contact with Hospital responsibilities (Hospital issued cell phones and tablets to be used preferentially over other means and with an appropriate roaming package obtained in advance of travel.)
- Reasonable number of telephone calls to allow employees/physicians to stay in contact with their immediate family
- Expenses for baggage handling and storage necessary for business related travel
- Appropriate gratuities
- Expenses for obtaining visas and travel papers
- Exchange rate expenses, claimed by submission of a photocopy of the charge card statement listing rates charged by reimbursable item or of a receipt for foreign currency purchased in a bank or equivalent institution
- Additional business expenses such as business calls, air/rail phones, computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, provided the charges are incurred while conducting Hospital business. Travelers should use the least expensive secure means of obtaining internet access while traveling.

Often these types of expenditures will be subject to judgment and the approving party should ensure that the expense is in keeping with the intent of this policy and is consistent with the principles of the Hospitals stewardship of public funds.

7.9 Other Travel Related Items

Combining Hospital Travel with Personal Travel

There are times when travelers will add personal time to a trip that is required for business purposes. Before travelers interrupt business portions of a trip for personal travel or vice versa, the Approver and the traveler will agree on a fair allocation of expenses for the trip. In any event, the Hospital's portion is limited to expenses for travel, accommodation, food and other expenses that would have been charged had the interruption not occurred.

Frequent Flyer Points

The traveler may retain for personal use any frequent flyer points accumulated from Hospital travel. However, the choice of airline or routing should be based on the lowest fare and agreements with contracted vendors, rather than on personal frequent flyer programs.

Loyalty points can be redeemed at the user's discretion; however, they cannot be redeemed for cash from the Hospital by using the points for business purposes and then submitting a claim for reimbursement. Only actual cash outlays will be reimbursed.

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Methods of Payment

Personal Credit Cards

Business related expenses charged to the traveler's personal credit cards are reimbursable; however, the Hospital does not pay for personal credit card service charges, delinquency assessments, interest, annual fees, or any other charges associated with personal credit cards. This is the sole responsibility of the personal credit cardholder.

Usage of personal credit cards are generally limited to expenses related to travel, corporate learning expenses and expenses whereby "in-person" attendance is required for identification & payment purposes (such as city licensing renewals, tax payments, etc).

Corporate Credit Cards

Most Hospital expenses are processed via direct payments (e.g. direct deposit, cheques) to companies or vendors. This avoids an employee from having to use their own personal credit card for Hospital business. In limited circumstances though, an Employee may require the Hospital to use the Hospital's Corporate Credit Card to procure items (e.g. if a down deposit is required). In these cases, the Employee must contact the Site Specific SSW Corporate Buyer (e.g. Dorett Hendriks for M site, etc.) to initiate the transaction process by providing the necessary information and supporting documentation. The SSW Corporate Buyer having reviewed the documentation for completeness/instructions/Hospital Dept Management authorization, and appropriateness for Hospital credit card use, will obtain the necessary Hospital Finance Department approval for the Corporate credit card usage and place the order with the vendor directly. All Documentation to support the procurement and payment will be retained in the Hospital Finance Department.

Insurance When Traveling On Hospital Business

Specific insurance requirements for traveling on Hospital Business should be confirmed prior to travel with Human Resources as eligible employees may already be covered under the Hospital's Insurance plans. Any additional insurance requested solely by the employee will not be reimbursed.

Accident/Health/Life Insurance

Accident Insurance - Workers' Compensation Board Benefits

Hospital members and staff who are injured while performing Hospital business away from their normal place of work may be eligible for Ontario Workers' Compensation benefits. Enquiries concerning WSIB (Workers Safety and Insurance Board) coverage for specific situations should be made to Human Resources.

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8. EDUCATION/COMMUNICATIONS

This Policy will be posted on the Hospital's intranet site(s). Any revisions will be communicated Hospital-wide via Leadership Forums, Corporate Newsletters and Physician/Medical Administration correspondence.

On an annual basis, the Finance Department will communicate to internal and external stakeholders any changes pertaining to the eligibility requirements of expenses and/or responsibilities of involved parties.

9. EVALUATION

On an annual basis, the Finance Department along with Senior Management will review:

- the eligibility and ineligibility of expense types
- the specified mileage rate
- any other governance issues related to the administration of this policy

10. RELATED DOCUMENTS

- Appendix A - Pre-Travel Approval Form
- Appendix B - Expense Reimbursement / Payment Requisition Form

11. RELATED POLICIES

- Signing Authority – POL INT
- Catering/Corporate Events and Staff Appreciation – POL-PRO INT
- Corporate Credit Policy Usage POL-PRO INT
- BPS Reporting on Consulting Services - POL-PRO INT
- Code of Conduct – POT INT

12. APPROVED BY

2022/11/17	President & CEO
2022/11/17	Executive Vice President & Chief Administration Officer

13. SUPERCEDES

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14. POLICY AUTHOR

Finance

15. APPENDICES

[Appendix A – Pre-Travel Approval Form](#)

[Appendix B – Expense Reimbursement / Payment Requisition Form](#)

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APPENDIX A – PRE-TRAVEL APPROVAL FORM



TRAVEL PRE-APPROVAL

All travel outside of the Greater Toronto Area must be pre-approved.
ATTACH AN APPROVED COPY OF THIS FORM TO EACH APPLICABLE EXPENSE REPORT
 when submitting reimbursements to the Finance Department.

Requested By	Name	Signature
Lead Contact	Name	Date Submitted
Destination		Date of Travel _____ to _____
Purpose		

You can use the Travel Budget Calculator to calculate the cost!

Attendees	Budget per Traveler \$	Attendees	Budget per Traveler \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Budget Amount for Trip			\$ -

Approved By	Name	Signature
		Date

Please refer to the THP Business Expenses, Travel & Transportation, Meals, and Other Allowable Expenses Policy

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