

# NORTH BAY GENERAL HOSPITAL

## ADMINISTRATIVE POLICIES

<b>SUBJECT:</b> Travel and Education		<b>POLICY #</b> ADM 4-30	
<b>APPROVED BY:</b> President & CEO		<b>DEVELOPED BY:</b> Administrative Team	
<b>APPROVAL DATE:</b>	June 1996	<b>REVISION DATE:</b>	August 2008
		<b>REVIEW DATE:</b>	
<b>BOARD APPROVAL (if applicable) DATE:</b>		<b>CROSS REFERENCE: (if applicable)</b>	HR 5-20

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### 1.0 PURPOSE

To establish a consistent policy for reimbursement of expenditures for travel and educational purposes conducted on behalf of the Hospital.

Applies to travel expenses incurred for the North Bay General Hospital, Uniquely Funded programs and external consultants/purchased services.

The Bursary Assistance Program (Policy # HR 5-140) will not fund any education expenditures paid through the Education and Travel Policy.

### 2.0 MATERIAL REQUIRED

- Travel Expense Statement NB1399.
- If a car rental is required Purchase Requisition NB523.

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### 3.0 PROCEDURES

- All education and travel expenditures must receive **prior** approval from the employee's immediate supervisor and Vice President. Complete the "Travel Expense Statement-Section A" and obtain the required signatures.
- All **original receipts** must be enclosed with the Travel Expense Statement. Please note that a credit card slip is not a receipt. A receipt is the official invoice itemizing types of expenditures, GST and PST information.
- After approval by immediate supervisor and Vice President, the Travel Expense Statement and attached receipts must be submitted to the Accounts Payable Department, which will process the reimbursements.

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### 3.1 Travel Prepayments

Travel advances will not be provided. Certain costs such as air travel are substantial and most organizations require that the registration fee be paid in advance. In those circumstances, complete the travel expense statement with the supporting documents and approval, and prepayments will be made. A separate expense report must be submitted upon return if there are any other additional costs. For access to hospital credit cards please contact your Program Manager/Vice President.

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### 3.2 Travel Arrangements

Accommodations, transportation and health insurance (if travelling outside Canada) are to be arranged with the Manager/Coordinator in consultation with the Administrative Assistant within the applicable Care or Service Centre. All other arrangements such as booking a course/seminar are to be made by the staff member upon approval of their immediate supervisor. Finance will not make arrangements on employees' behalf.

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### 3.3 Meals

#### a) **Per Diem:**

As a guideline, the daily meal maximum is \$45 per person, taxes and gratuities included. (\$10 for breakfast, \$15 for lunch and \$20 for dinner). These rates can be adjusted by an appropriate amount for out of Country travel (United States etc.)

#### b) **Required Receipts:**

All meal receipts must be attached to the expense report. Identify names, individuals and corporations for meals other than those of the claimant.

**c) Gratuities on Meals:**

A reasonable amount not exceeding 15% will be reimbursed.

**d) Group Meals/Work Sessions & Special Occasions:**

At the discretion of the supervisor, group employee meals will be reimbursed if a work session occurs throughout normal meal-time.

Special events need to be budgeted and authorized by the Coordinator, Manager, Director or Vice President.

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**3.4 Materials**

The cost of materials (videos, books and tapes) purchased at educational sessions will be reimbursed to the employees, subject to approval of the employee's supervisor.

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**3.5 Transportation:**

**a) Vehicle rental**

Employees are encouraged to use a rental vehicle and this will be coordinated by the Purchasing Department in accordance with their policies and with due regard to safety issues.

If a staff member does not wish to drive, the bus or train is an acceptable method of transportation.

**b) Use of personal automobile:**

When using a personal vehicle for business travelling purposes, the employee will be reimbursed at the Hospital's currently approved per km rate. A km rate determined by Uniquely Funded programs supercedes the Hospital rate.

Current rates (July 2008) are:

For North Bay General Hospital:

Annually, from 0 to 4,000 km. - \$ .46 per km.  
From 4,001 to 10,000 km. - \$ .38  
In excess of 10,000 km. - \$ .29

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The km rate is intended to include the price of gasoline, maintenance, repairs, vehicle insurance and any other vehicle expense. No additional charge is to be made to the Hospital for these expenses.

**c) Taxis, subway tolls, parking, highway tolls:**

Employees may be reimbursed for the above if used for business travelling purposes and if a receipt, if available, is attached.

**d) Travel time:**

Staff are encouraged to travel, as much as possible, within normal working hours.

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**3.6 Communication expenses (Telephone, fax, cellular)**

One personal call per day is acceptable. Any business or emergency related communication expenses are acceptable. The Hospital supports the use of prepaid telephone cards for this purpose.

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**3.7 Summary of Education expenses (Seminar, Conference, and Course)**

The employee is expected to present a brief summary of the education session information to peers and to his/her supervisor.

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**3.8 Exclusions of expenses:**

Personal expenses such as movies, theatres, laundry & dry cleaning will not be reimbursed:

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**3.9 Foreign Currency**

The foreign currency rates are available on the "Bank of Canada" web site (www.bankofcanada.ca) For reimbursement purposes, an employee can use either one of the two methods listed below:

- a) Exchange rates per above,
- b) Copy of credit card statement that identifies the foreign translation.

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#### **4.0 REFERENCES**

- North Bay Civic Hospital Travel and Education Policy
- St. Joseph's General Hospital of North Bay Travel and Education Policy

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