

HORNEPAYNE COMMUNITY HOSPITAL

POLICY MANUAL

Policy # 100.1.15

CATEGORY: Hospital Administration - General

SUBJECT: Expense Allowance Travel within Ontario

The Board deems it necessary for senior personnel to travel within Ontario to attend conventions, conferences and seminars; for the hiring of staff, to visit other hospitals and for the purpose of conducting other business of the Board.

Funds advanced prior to any business trip will be treated as recoverable until a completed expense report has been submitted and approved.

Expenses, will be authorized as follows:

- a) registration fees
- b) actual living expenses up to a maximum of \$55/day
meal allowance (i.e. Breakfast \$10, Lunch \$15, Dinner \$30 excluding alcohol)
- c) travel expense:
 - 1. actual expenses for air, train or bus fare (most practical and economical way)
 - 2. automobile allowance of .52¢ per kilometre.
 - 3. incidental expenses such as hotel, parking, taxi service, etc. (first option for accommodation is standard room King/Queen, unless not available or through Hotel awards program more economical choices are available)
- d) an allowance of up to one travel day where travel day falls on a scheduled day off.

Board approval is required for any conference in which expenditures per employee exceeds more than \$2,500 for a single conference.

Issued: November 26, 1986
Effective: November 26, 1986
Revised: January 2011
Reviewed: See Cover Sheet at Beginning of Policy Category

Authorized by:

Chairman of the Board: _____

Chief Executive Officer: _____

**TRAVEL EXPENSE GUIDELINES
STAFF AND BOARD
RETURN MILEAGE IN KILOMETRES**

HORNEPAYNE TO:

<u>DESTINATIONS</u>	<u>DISTANCE/KMS</u>	<u>RATE</u>	<u>AMOUNT</u>
COCHRANE	722	.52¢	\$375.44
HEARST	300	.52¢	\$156.00
IROQUOIS FALLS	850	.52¢	\$442.00
KAPUSKASING	500	.52¢	\$260.00
NORTH BAY	1368	.52¢	\$711.36
SAULT STE. MARIE	846	.52¢	\$439.92
SUDBURY	1570	.52¢	\$816.40
THUNDER BAY	940	.52¢	\$488.80
TIMMINS	850	.52¢	\$442.00
TORONTO	2112	.52¢	\$1098.24
WAWA	400	.52¢	\$208.00
WHITE RIVER	200	.52¢	\$104.00

Rate: .52¢ / km

Where applicable the lessor of airfare and mileage will be the maximum allowed.

MEAL ALLOWANCES

BREAKFAST	\$10.00
LUNCH	\$15.00
DINNER	\$30.00

(If not included in seminar cost)

MISCELLANEOUS AND SUNDRY EXPENSES

Receipts are required for taxi fare and all other allowable miscellaneous and sundry expenses.

* All personal expenses **must** be **PAID** personally and must **not** appear on expense claim forms.

Effective: April 29, 1988
 Revised: January 09, 1996
 Revised: January 28, 2011
 Reviewed/Revised: See Cover Sheet at Beginning of Policy Category

Authorized by:

Chairman of the Board: _____

Chief Executive Officer: _____

HORNEPAYNE COMMUNITY HOSPITAL

POLICY MANUAL

Policy # 100.1.15a

CATEGORY: Hospital Administration - General

SUBJECT: Expense Allowance for Travel outside Ontario or Canada

Board approval must be obtained for any travel outside Ontario or Canada that is necessary to attend conventions, conferences, seminars, or to conduct hospital business regardless of cost.

Once Board approval is obtained then expenses will be provided as per policy 100.1.15 unless otherwise dictated by the Board.

Exceptions will be documented in the Board minutes.

Issued: January 28, 2011

Effective: January 28, 2011

Reviewed: See Cover Sheet at Beginning of Policy Category

Authorized by:

Chairman of the Board: _____

Chief Executive Officer: _____