

MANITOUWADGE GENERAL HOSPITAL		
POLICY AND PROCEDURE MANUAL		
DEPARTMENT:	ORGANIZATION	POLICY/PROCEDURE NO.: III-30
DISTRIBUTION:	HOSPITAL BOARD	DATE OF ISSUE: 28 01 2011
SUBJECT:	EXPENSE (DRAFT)	REVIEWED DATES: 28 02 2011 R
APPROVAL:	BOARD OF DIRECTORS	PAGE: 1 OF 9

MGH Hospital Expense Policy

Policy Statement:

The Manitouwadge General Hospital will ensure fair and equitable treatment of staff through well-defined procedures for authorized expenses.

This Hospital Expense Policy focuses on three major areas:

1. Personal Expenses
2. Hospitality
3. Corporate Events.

Principles and Scope

- Staff will be reimbursed for reasonable and actual expenses incurred by them when on Hospital business.
- Reimbursable expenses will support programme objectives of the Hospital.
- Expenses will be reimbursed provided they are approved and supported with original receipts and/or documentation unless otherwise noted.
- Expense reports that do not comply with policies and procedures may be returned to the staff member and not processed until submitted in accordance with this policy
- Expense reports will be submitted within 30 days of expenditure.
- Where submissions are late, an explanation indicating reasons for the delay in submission should accompany the request for reimbursement.

- Staff shall make the most practical, economical and reasonable arrangements for travel, meals, hospitality, personal, and corporate expenses.
- Staff expenses will be approved by the C.E.O.
- The person approving the expense report is responsible to ensure all claims are correct, reasonable and in accordance with the expense policy.

Authorization and Approval

The CEO has authorization to establish additional rules regarding expenses in case of emergency.

Definitions:

Business Expenses – Reasonable expenses incurred by staff in the course of performing their duties.

Business Travel – Travel required for Hospital business and authorized by the C.E.O.

Hospitality – The provision of food, beverage, accommodation, transportation and other amenities at the Hospital’s expense to persons who are not employed by Hospital.

Consultants – persons providing services to the hospital on an independent contractor basis, and who are not employees of the Hospital.

Personal Vehicle – A vehicle owned, borrowed or rented/leased personally by a member of staff.

Receipt – An original document, or carbon or certified copy, with the details of the expenditure, the amount, the date and indicating proof of payment.

Staff – For the purposes of these Guidelines, “staff” includes all hospital employees, credentialed staff, volunteers, faculty, Board Trustees, outsourced service staff and other individuals engaged in hospital business and who intend to receive travel and expense reimbursement under this policy.

1.0 PERSONAL BUSINESS EXPENSES POLICY

1.1 EXPENSE REIMBURSEMENT

Reimbursable business expenses will:

- Be work related;
- Be modest, appropriate and reasonable;
- Be submitted within 30 days of expenditure, and in the form and manner stipulated under Hospital policy.

Unless stated in our Hospital Policy, expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to:

- expenses resulting from unlawful conduct,
- traffic and parking violations incurred while driving on hospital business
- alcoholic drinks, unless part of hospitality as outlined and described in this policy
- expenses incurred due to the presence of friends or family members Reimbursement of Expense should be accompanied by a Reimbursement Form:(attached)
 - A hard copy of the form will be accompanied with original, itemized receipts. (Receipts are not required for Meals expenses below \$50.00 per day).
 - The claim will clearly state to whom the payment should be made.
 - The claim will state the business purpose for the expenditure in an expense description column.
 - If the individual seeking reimbursement incurred costs on behalf of other individuals (e.g. meals purchased on behalf of clients), the names and titles of those other individuals will be included.
 - Any travel advance will be deducted from the claim.
 - The form will be signed by the member of staff requesting reimbursement and the member of staff's immediate supervisor. Final authorization will be with the CEO. The CEO's expenses will be authorized by the Board Chair or designate.

Petty Cash: The purpose of petty cash is to facilitate reimbursements for small departmental purchases. These purchases are commonly up to and including \$200. Receipts for all petty cash expenses are to be submitted and reconciled upon renewing the petty cash.

1.2 TRAVEL POLICY

Travel and Transportation:

- Whenever possible, travel will be approved in advance by the CEO. Pre-approval will be documented on the authorization form and attached to the travel claim.
- A copy of the boarding pass or ticket for all modes of transportation should be attached to the expense report. Where a number of staff members are attending the same function, shared travel is required.
- The mode of transportation chosen – air, train, or car, will be that which enables the member to attend to Hospital business with the least cost to the Hospital, consistent with the least amount of interruption to the member's regular business and personal schedules. If someone chooses a more expensive mode of transportation, they are responsible for the difference from the option that is the least cost to the hospital.

- Travel with others (i.e. spouse), including meals and cancellation fees, will not be covered by the Hospital and must be paid for by the staff member.
- When personal travel is combined with business travel, the staff member will be reimbursed for only the business portion of the trip at the lowest available fare.
- In the event that travel is cancelled, any travel expenses and/or travel credits that have been reimbursed to the staff member by a vendor, including but not limited to the cost of train or flight tickets, must be reimbursed to the hospital within thirty (30) days of such cancellation.

1.2.1 Travel by Vehicle

- When road transportation is the most practical and economical way to travel, the order of preference should be:
 - personal vehicle when a personal vehicle is more economical than use of a rental vehicle; or
 - rental vehicle when a rental vehicle is more economical than use of a personal vehicle.

a) Rental Vehicles

Consideration may be given for a car rental upgrade based on the number of passengers, weather conditions and other safety reasons. However, all luxury and sports car rentals are expressly prohibited.

- Collision and liability insurance offered by the car rental companies should be purchased if the hospital's insurance coverage does not cover replacement value for rental cars.
- Receipts for gasoline purchases, parking lot charges and applicable bridge or highway tolls must be submitted with expense reports.
- Rental vehicles will be returned to the leasing office with a full tank of gas whenever possible.

b) Personal Vehicles

- Personal vehicles used on Hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability. The Hospital will not reimburse costs of collision and liability coverage.
- For greater clarity, the hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for Hospital business.

- When staffs use their own vehicles for Hospital business, reimbursement will be in accordance with the approved kilometer allowance. This allowance is to cover the costs of fuel, depreciation, maintenance and insurance. Mileage reimbursement rates range from \$0.41

	800	
Thunder Bay/Return	km	\$328.00
Sault Ste.	840	
Marie/Return	km	\$344.40
	200	
Marathon/Return	km	\$82.00
	360	
Terrace Bay/Return	km	\$147.60
	600	
Nipigon/Return	km	\$246.00

- Receipts for parking lot charges and applicable bridge or highway tolls must be submitted with expense reports.

c) Taxis

- The use of taxis by staff will be reasonable. Examples of when taxis may be appropriate include: situations requiring transportation between stations / airports and destination.

1. Travel by Train

- It is expected that members of staff will choose the most economical and direct form of transportation by train. Wherever possible, travel arrangements will be made in advance to ensure availability of economy class seats and the best price.

2. Travel by Air

- Staff may travel by air for trips that are beyond reasonable driving distance. Prior approval for all travel by air must be obtained and documented in writing.
- Staff will travel Economy class for all domestic and international travel unless pre-approved by the CEO.
- The original boarding pass/passes and ticket/E-ticket must be attached to the expense report for each segment of travel.

1.3 MEALS

Business Meals (includes meals when travelling for business)

- Staff will be reimbursed for reasonable meal expenses, subject to approval by the CEO, if expenditures are incurred while the claimant is away from his or her place of work on Hospital business. When travelling on Hospital business, staff will also be reimbursed for reasonable meal expenses
- Original, itemized receipts must be provided with claims for reimbursement of actual meal expenses. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim. (Not required for meals below \$50 for the day.)
- Reasonable gratuities will be reimbursed; not to exceed 15%
- No reimbursement will be made for meals included in the cost of transportation, accommodation, seminars and/or conferences.
- When a staff member is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance.
- The highest ranking member of staff should pay for the meal expenditures.
- Under certain circumstances, staff may choose to have an alcoholic beverage with their meal.
- Reimbursement will be at the discretion of the CEO.

1.4 ALCOHOL

- Costs incurred for alcoholic beverages generally will not be reimbursed however, under certain circumstances such as special events or meals (business and/or travel), alcohol may be approved by the Chief Executive Officer (or their delegate), Board Chair .If such approval is issued, the approving individual should consider placing explicit limitations on the amount that may be reimbursed for alcohol-related expenses.
- When costs incurred for alcoholic beverages are not reimbursable, staff is encouraged to ask the restaurant for a separate invoice when having alcohol with their meals.

1.5 ACCOMMODATIONS

- Accommodations and travel arrangements will be made through the Executive Assistant of the Hospital.
- Staff will use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. No reimbursement will be made for suites, executive floors, or concierge levels unless authorized by the CEO.
- Staff will be responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hotel bill must be attached to the expense report.
- Staff will not be reimbursed for entertainment, laundry service, pay TV or movies, alcohol or special facility charges (e.g. fitness clubs).
- Long-distance business and personal calls are reimbursed, however discretion should be used in the frequency and length. Reimbursement will be made for reasonable costs for necessary personal calls home for each night away.
- Standard tips and gratuities are reimbursable not to exceed 15%, but should be documented on the expense report.
- While travelling on Hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable and related to Hospital business.
- The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.

1.6 CONSULTANT EXPENSES

- Consultants are not considered staff and therefore will not be covered by personal business expense policies.
- Consultants should seek reimbursement only for expenses explicitly agreed to by the consultant and the Hospital and as detailed in the consultant's contract
- The contract between the Hospital and the consultant should clearly specify any and all reimbursable expenses.

2.1 PROVISION OF HOSPITALITY

- Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the Hospital's expense to persons who are not engaged in work for the Hospital.
- Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Hospital business or is considered desirable as a matter of courtesy.
- Functions that are exceptions to the above must have prior approval of the CEO or the CEO's delegate.
- Where hospitality events are extended by the hospital, and where the guests include vendors (current or prospective), managers are responsible for obtaining prior approval to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor.

Hospitality may be extended on behalf of the Hospital when:

1. Engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion on hospital matters;
2. Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups;

3.1 STAFF EVENTS AND SOCIALS

- The Hospital will decide on the number of, timing, budget, and practicality of staff socials.
- The Hospital may wish to annually determine the amount to be spent per staff member on a major social event.
- All expenses for staff events and socials must be reasonable.
- Events held on Hospital premises must be approved by the CEO.

3.2 STAFF RECOGNITION

- Recognition events, such as service milestones or retirement events should be designed to recognize, reinforce or promote positive behaviours and performance that support corporate and/or departmental values, goals and objectives.
- Recognition events may be formal (e.g. ceremony) or informal (e.g. presentation).

3.3 GIFTS

Gifts of Appreciation to Staff

- Gifts of appreciation may be extended to a member of staff and should be approved by the CEO.
- Awarding gifts will be compliant with Canada Revenue Agency rules.
- All gifts should be appropriately documented, including the individual receiving the gift, the individual who approved the gift, the reasons for the awarding of the gift, the contents and cost of the gift itself, and any other pertinent details.
- Accurate records must be maintained in order to demonstrate the reasonableness and appropriateness of any gift.