

	PROCEDURE	TRAVEL, MEAL AND HOSPITALITY EXPENSES
	PROCEDURE NO:	342P
	PAGE NO:	1
	DATE APPROVED:	July 21, 2011
	REVIEWED/REVISED:	April 1, 2011

1. SCOPE

- 1.1. This Statement of Procedure applies to all individuals who travel on Agency business and incur reimbursable expenses, and to all hospitality claims.

2. RESPONSIBILITIES

- 2.1. Finance is responsible for ensuring expense claim reimbursements are properly authorized and processed in a timely manner.
- 2.2. Individuals are responsible for following proper claim procedures for expenses including obtaining the appropriate approvals before incurring any expenses.

3. PROCEDURES

3.1. Administration

- 3.1.1. A travel expense claim must be completed for every trip that an individual takes following the procedures set out below.
- 3.1.2. All travel arrangements are the responsibility of the traveler.
- 3.1.3. The employee is completely responsible for the entire amount of any and all expense advances.
- 3.1.4. The employee who has reserved a hotel room is responsible for canceling the reservation if necessary. Any employee who fails to notify the hotel of any cancelled reservation is responsible for the cost of the hotel stay.
- 3.1.5. An individual cannot approve their own travel, meal or hospitality expenses. All expenses must be approved by their manager who must ensure that the documentation is complete, appropriate and that the expenses have been incurred in the performance of Agency business.
- 3.1.6. Claims for reimbursement should be submitted to Finance within two weeks of incurring the expense.
- 3.1.7. Expense claims must be supported by original itemized receipts. Credit and debit card slips are not receipts.
- 3.1.8. Overpayments must be repaid within two weeks of incurring the final expenses.

3.2. Travel advances

- 3.2.1. Individuals may obtain an advance to pay for travel expenses subject to the restrictions outlined below. The advance is limited to estimated expenses for transportation, accommodation and meals.
- 3.2.2. The travel advance requisition requires the employee's and their manager's signature. By signing the travel advance, the employee is agreeing that a travel expense claim will be submitted for this trip within two weeks of returning and that failure to submit a claim will result in the advance amount being deducted from their pay cheque.
- 3.2.3. An individual with an outstanding travel advance cannot receive an additional travel advance until the outstanding advance is settled. An individual who does not actually receive a payroll cheque cannot receive a travel advance.
- 3.2.4. When possible, requests for travel advances should be presented to Finance five days prior to the date required.
- 3.2.5. All travel outside the Province of Ontario or Canada requires the approval of the Executive Director. Finance will add the current exchange rate to the advance if travel is outside of Canada.

3.3. Air travel

- 3.3.1. Air transportation is arranged through an approved travel agency and billed directly to the Agency using the purchase order system.
- 3.3.2. All air travel will be coach class. For transportation to and from airports, either bus or airport limousine is recommended.
- 3.3.3. Where advance purchase of tickets results in a less expensive fare, such advance purchase tickets must be utilized. Generally such fares require travelers to book 14 days in advance.

3.4. Rental vehicles

- 3.4.1. It is expected that the most cost effective, practical vehicle will be booked that is consistent with the needs of the traveler after taking into consideration the weather, road conditions, number of staff making the trip and health and safety recommendations. Luxury and sports cars are not allowed.
- 3.4.2. When making a reservation, the individual should use Enterprise Rent-A-Car, the Agency auto rental provider of choice. We have made arrangements with Enterprise which allow us to pick up a rental auto the night before being used at no extra cost to the Agency.
- 3.4.3. We should take advantage of promotional rates where possible (weekend, weekly, or other special rates).
- 3.4.4. A traveler should not rent a car if hotel courtesy vans, taxis or limousines can provide adequate transportation and are less expensive than a rental car.
- 3.4.5. Northwestern Ontario travel
 - 3.4.5.1. The employee will either, use their own personal vehicle and be reimbursed for mileage or Dilico will rent the employee a vehicle from the agency's authorized rental agency, based on which option is

more cost effective for the agency. Please refer to the mileage chart which follows to determine which option is more cost effective.

- 3.4.5.2. The vehicle rental must be approved by the employee's Manager. The Manager may, in extenuating circumstances (i.e. inclement weather); authorize a vehicle rental for out of town travel that deviates from the mileage chart. For example, a 2 day trip to Red Rock requires the employee to use their personal vehicle, and the Manager can authorize a rental, depending on the circumstances.
- 3.4.5.3. The size of the rental car must be the most economical and practical required for program delivery and number of occupants. Exceptions must be documented and approved by the appropriate Manager. Luxury and sports car rentals are prohibited.
- 3.4.5.4. The rental car must be refueled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.
- 3.4.5.5. Dilico Anishinabek Family Care's insurance policy provides coverage for all vehicle rentals not exceeding 30 days. As such, no additional insurance should be purchased from the rental agency. All rentals are to be made in Dilico Anishinabek Family Care's name. Any rentals exceeding 30 days must be approved by the Director and Finance and Administration prior to rental.

Mileage Chart

Instructions for Vehicle Rentals

- (1) Identify destination
- (2) View the "Rent or Personal Vehicle (P.V)" column along with the number of days the vehicle is to be used for.
- (3) The Rent or P.V. will determine which is most cost effective for Dilico.(e.g. Destination is Heron Bay. If trip is one or two days, a vehicle should be rented. If the trip will be 3 or more days, your personal vehicle should be used.)

DESTINATION From Thunder Bay, Ontario	ONE WAY KM	RETURN TRIP KM	RENT OR PERSONAL VEHICLE (P.V)			
			1 Day Use	2 Day Use	3 Day Use	4 Day Use
Mobert	380	760	Rent	Rent	Rent	P.V
Heron Bay	320	640	Rent	Rent	P.V	P.V
Plays Plat	190	380	Rent	Rent	P.V	P.V
Red Rock	120	240	Rent	P.V	P.V	P.V
Rocky Bay	190	380	Rent	Rent	P.V	P.V
Long Lake #58	310	620	Rent	Rent	Rent	P.V
Ginoogaming	320	640	Rent	Rent	Rent	P.V
Gull Bay	175	350	Rent	Rent	P.V	P.V
Whitesand	280	560	Rent	Rent	Rent	P.V
Fort William	20	40	P.V	P.V	P.V	P.V
Michipicoten	560	1120	Rent	Rent	Rent	Rent

3.5. **Taxis**

- 3.5.1. Taxi fare from the airport to the hotel and return, and taxi from the hotel to the meeting place and back to the hotel will be reimbursed.
- 3.5.2. Original receipts are required.
- 3.5.3. Taxi fare from the employee's home to the airport is not eligible for reimbursement as this is considered the workplace for that day.

3.6. **Accommodation**

- 3.6.1. Hotel arrangements may be billed directly to the Agency using the purchase order system if the hotel will accept our purchase orders.
- 3.6.2. Affordable hotels and single rooms should be utilized.
- 3.6.3. The cost of suites, rooms on executive floors and concierge services will not be reimbursed.
- 3.6.4. Reimbursement for lodging will only include the cost of the single room and applicable tax, and one reasonable length telephone call home per day.

3.7. **Private accommodation**

- 3.7.1. Reimbursement of private accommodation will not exceed \$25 per day. No receipts are required as this amount recognizes a contribution for food and incidental expenses.

3.8. **Meals**

- 3.8.1. Meals expenses are reimbursed at the following current rates (including taxes and gratuity):

3.8.1.1.	Breakfast	\$ 8 per day
3.8.1.2.	Lunch	\$12 per day
3.8.1.3.	Dinner	\$22 per day

- Management and excluded staff are required to produce original itemized receipts for actual meal expenses. Unionized staff are not required to produce receipts.
- If the cost of the meal exceeds the approved rate above, an explanation must be provided for the excess amount for the full amount to be reimbursed.
- No claim may be made or reimbursed for alcoholic beverages.
- An expense claim for a group must be claimed by the most senior ranking person in the group.
- The only situation in which the Agency would provide a free lunch to participants at a training session or similar situation would occur when a funding agreement provides a separate budget line for meal costs.
- If the Agency provides lunch at a meeting or training session, then the cost of the lunch to participants should be equal to the \$12 lunch reimbursement rate. It will be the responsibility of the sponsoring unit to see that the cash proceeds are collected and forwarded to Finance after the meeting or session.

- 3.8.2. If any meal is included in a registration fee or provided as part of accommodation, it must be omitted on the travel expense claim. A meal cannot be claimed twice.
- 3.8.3. If an employee sets out on travel prior to 9:00 am, they are eligible to claim breakfast. If an employee is more than 100 km away from their normal place of work during lunch time, they are eligible to claim lunch. If an employee sets out on travel between 5:00 pm and 7:00 pm, they are eligible to claim dinner.
- 3.8.4. Individuals traveling, who are one (1) hour or less from their usual place of work are not eligible to claim meal expenses.

3.9. **Consultants and Other Contractors**

- Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses. Only when the contract provides for reimbursement of certain expenses will an amount be reimbursed. The amounts reimbursed will not exceed those amounts that Dilico normally pays, as set out in other sections of this document.

3.10. **Hospitality**

3.10.1. Hospitality, as defined, is the provision of food, beverages, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for the Agency, designated Broader Public Sector (“BPS”) organizations or, generally, any Ontario government ministry. As such, reasonable hospitality expenses are an allowable expense.

3.10.1.1. This means that hospitality may never be offered solely for the benefit of Dilico employees or anyone covered by the BPS Expense Directive and includes expenses related to office social events, retirement parties, holiday lunches, unit meetings and retreats.

3.10.1.2. Providing coffee or other light refreshments at in-house education and similar training sessions is considered “hospitality”

3.10.1.3. An exception would occur when a funding agreement provides a separate budget line for hospitality expenses.

3.11. **REFERENCES**

3.11.1. Broader Public Sector Expenses Directive – April 1, 2011

3.11.2. Broader Public Sector Procurement Directive – April 1, 2012

3.11.3. Approved Travel Agency – The currently approved travel agency is:

“My Travel – Thunder Bay Travel”,

202 Red River Road, Thunder Bay, ON, P7B 1A4, Tel: 807-345-2535

and

122 Centennial Square, Thunder Bay, ON, P7E 1H3, Tel:807-623-7473

4. ATTACHMENTS

- 4.1. - Travel Expense Claim
- 5.2. - Travel Advance Requisition

5. SUPERCEDES

- 5.1.1. Human Resource Policy and Procedures Manual
 - 5.1.1.1. 7.10 Management Meals and Hospitality
- 5.1.2. Finance and Administration – Policy and Procedure
 - 5.1.2.1. 345 and 345P – Hosting a Meeting, Consultation or Gathering
 - 5.1.2.2. 341 and 341P – Travel – Expense and Claims