

	PROCEDURE	TRAVEL – EXPENSES AND CLAIMS
	PROCEDURE NO:	341P
	PAGE NO:	
	DATE APPROVED:	
	REVIEWED/REVISED:	March 31, 2009

1. SCOPE

- 1.1. This Statement of Procedure applies to all employees who travel on Agency business.

2. RESPONSIBILITIES

- 2.1. Finance is responsible for ensuring proper procedures are followed for the travel expenses.
- 2.2. Employees are responsible for following proper payment procedures for travel expenses.

3. PROCEDURES

3.1. Administration

- 3.1.1. A travel expense claim must be completed for every trip that the employee 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 advances.
- 3.1.4. The employee who has reserved a hotel 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 expenses.

3.2. Travel advances

- 3.2.1. Employees may obtain an advance to pay 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 this amount being deducted from their pay cheque.
- 3.2.3. An employee with an outstanding travel advance cannot receive an additional advance until the outstanding advance is settled. An employee not actually receiving 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 Agency using the purchase order system.

3.3.2. All air travel will be coach class.

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 least expensive car (usually a compact) will be booked that is commensurate with the needs of the traveler.

3.4.2. When making a reservation, the employee may use an Agency credit card to hold the reservation.

3.4.3. Promotional rates should be booked 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.

3.5. 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. Receipts are required.

3.5.3. Taxi fare from the employee's home to the airport are 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 stay is three nights or more and the hotel will accept our purchase orders.

3.6.2. Affordable hotels should be utilized.

3.6.3. 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 room and applicable tax, and one telephone call home per day.

3.7. Private accommodation

3.7.1. Reimbursement of private accommodation will not exceed \$25 per day.

3.8. Meals

3.8.1. Meals are reimbursed at the rates set out in the current Collective Agreement which currently are restricted to the following:

- Breakfast \$ 8 per day
- Lunch \$12 per day
- Dinner \$22 per day

3.8.2. If any meal is paid by a registration fee, it must be deducted either from the registration fee or omitted on the travel expense claim. The 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.

4. REFERENCES

- 4.1. 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

5. ATTACHMENTS

- A - Travel Expense Claim
- B - Travel Advance Requisition