

## **The Credit Valley Hospital - POLICY**

Folder Name: Administration  
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### **Title: Travel, Meals and Hospitality Reimbursement POL A 20.2.1**

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#### **PURPOSE**

To outline the principles to define reimbursement of acceptable travel, meals, and hospitality expenses incurred by employees or physicians, in support of the hospital's mission, while maintaining controls for accountability.

This policy applies to local, foreign, and other travel, meals and hospitality expenses paid from all hospital administered funds, including grants and contracts.

#### **POLICY**

As employees of a public institution which aims to use its resources as effectively as possible, staff and physicians should exercise discretion and care while incurring travel, meals and hospitality expenses. The policy and the related procedure are based on four key principles:

- Accountability – The hospital is accountable for public funds used to reimburse travel, meals and hospitality expenses. All expenses support business objectives.
- Transparency – The hospital is transparent to its stakeholders. The rules for incurring and reimbursing travel, meals and hospitality expenses are clear, easily understood, and available to the public.
- Value for Money – Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Fairness – Legitimate, authorized expenses incurred during the course of the business of an organization are reimbursed.

The hospital will reimburse the cost of authorized travel, meals and hospitality expenses incurred by members of staff and, when appropriate, physicians or other persons traveling on The Credit Valley Hospital (CVH) business, provided the expenses are reasonable, and support program objectives of the hospital. Staff must make the most practical, economic and reasonable arrangements for travel, meals, hospitality and corporate expenses. Expenses must be properly approved as outlined in the Travel, Meals and Hospitality Reimbursement Procedure PRO A 20.2.1.

### Expense Categories

- Expenses that qualify for reimbursement include Business Travel – Travel, including transportation, meals and accommodation where applicable, required for hospital business and authorized by the appropriate level of authority. Hospitality – The provision of food, beverage, accommodation, transportation and other amenities at the hospital's expense to persons who are not engaged to work for the hospital.
- Hospitality expenses are only to be reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable. Hospitality is to be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.

### Timeliness

Expense reports are to be submitted in a timely manner, by the end of the quarter following the incurring of the expense. Expense not submitted within the allowable time frame will not be reimbursed.

### Personal expenses not reimbursable

Certain expenses considered to be of a personal nature will not be reimbursed by the hospital. These include:

- 1) Beverages containing alcohol, except under certain circumstances such as special events or meals (i.e. hosting of dignitaries, conducting ceremonies). Refer Travel, Meals and Hospitality Reimbursement Procedure A 20.2.1. Note that accepting hospitality including alcoholic beverages from vendors may be considered a conflict of interest;
- 2) Dry cleaning unless the business trip is in excess of 5 days;
- 3) Movies, or other in-room entertainment;
- 4) Other incidentals such as newspapers, toothbrushes, haircuts, and other products and services that would normally be expected to be consumed by the individual while not on business;
- 5) Expenses incurred as a result of unlawful conduct;
- 6) Traffic/parking violations;
- 7) Memberships to clubs or rewards programs, unless expressly included as part of a contractual arrangement;
- 8) Hotel expenses due to failure to cancel reservations;
- 9) Credit card fees/late payment charges;
- 10) Premiums charged due to failure to refuel rental cars;

- 11) Insured losses to vehicles;
- 12) Kennel fees, travel, accident and life insurance;
- 13) Expenses of family members;
- 14) Passport expenses;
- 15) Excess personal baggage.

Procedures can be found in the Procedure A 20.2.1 Travel, Meals and Hospitality Reimbursement associated with this policy.

The Senior Management Committee (SMC), sponsored by the Vice President and CFO, will review and approve changes to this policy and the related procedure. At all times, the policy and related procedure will be in compliance with the BPS Expenses Directive. All updates to this policy and the related procedure will be made available to the public once approved by the SMC.

**References:**

**Developed by:** Vice President and CFO, February 2011  
**Approved by:** Senior Management Committee, \*\*\*\*\*  
**Supercedes:** 2006 08 POL A 20.2.1 Travel  
Amalgamates Finance POL F 17.2.1 *Reimbursement of Work-Related Expenses Incurred by Hospital Employees and Finance POL F 20.1 Use of Personal Vehicle for Hospital Business*

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