

MANITOULIN HEALTH CENTRE Reimbursable Expenses	POLICY:	DEPARTMENT: Finance
EFFECTIVE DATE: April 1, 2011	DATE REVIEWED: February 2011, April 2018	
PREVIOUS POLICY: N/A	DISTRIBUTION: Finance	

STATEMENT OF POLICY AND PROCEDURE WHERE APPLICABLE

POLICY

All MHC employees and managers must comply with the Broader Public Sector Expenses Directive, issued by the Management Board of Cabinet, effective April 1, 2011.

Travel Between MHC's Two Sites

Staff travel between sites will be paid to an employee for the use of their own vehicle when after commencing their shift and where the employee is requested by MHC to travel to the other site to perform duties of their own classification.

Employees required to perform duties of their classification at either site will not be paid staff travel to travel to and from work when completing a full shift at the alternate site. For those employees that work at both sites, it is understood that their primary place of work will be defined as that site where their shift begins.

Front line staff must be approved by the supervisor/manager prior to the commencement of travel between sites. Managerial staff and Senior Management may travel between sites at their own discretion and on an "as required" basis.

Other Travel (Not Between Sites) and Related Expenses

For Senior Management, prior approval is required only when travelling outside of the North-East LHIN region. For all other staff, travel and related expenses must be authorized by the employee's supervisor/manager prior to the employee's travel date. For any required accommodations, preference should be given to a standard room, consistent with the principle of value for money.

Supervisors/managers approving staff travel claims cannot approve their own claims, and expenses for a group can only be claimed by the most senior person within the group.

Approval will only be provided for expenses (such as meals, beverages, accommodations, parking, others) that were necessarily incurred in the performance of MHC business. Claims must include all of the appropriate documentation, including original receipts whenever possible.

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The approved daily meal allowance maximum rate is \$75/day (as of April 2016).

The approved mileage rate reimbursed is 54 cents per kilometer (as of January 1, 2011).

Reimbursement for alcohol expenses will be allowed when consumed with a meal as part of the daily meal maximum allowance.

It is recognized that meal expenses may exceed the allowance when functions are held in higher cost areas, such as conferences in downtown Toronto, and therefore an increase will be considered by the Chief Executive Officer on a case-by-case basis.

Other Expenses

It is recognized that from time-to-time, incidental expenses may be incurred by staff in the performance of MHC duties. While it is desirable to utilize formal purchasing practices, such as requisitions and purchase orders for the majority of these activities, it is noted that this may not always be practical. Direct purchasing by an employee and subsequent reimbursement for such incidental expenses will be considered. Expenses of this nature should not be of a significant monetary amount.


PROCEDURE

- When required, a “Travel Authorization” form must be completed prior to any travel taking place. The most practical and economical means of transportation must be used;
- Approval from supervisor/manager must be obtained before proceeding;
- If an advance cheque is to be issued, then the approved, request is to be submitted to the Accounts Payable Clerk at least five days prior to the date of travel. The Accounts Payable Clerk will then prepare a cheque and remit it to the employee;
- After incurring the expense, the appropriate form must be completed (such as a “Statement of Travel Expenses”, a “Request for Cheque” or a “Request for Mileage Refund”);
- In situations where an advance cheque is not required, retain and then submit the “Travel Authorization” form along with the “Statement of Travel Expenses” form for reimbursement;
- All required approvals must be documented and submitted to the Accounts Payable Clerk with original receipts for all expenses, including meals and accommodations;
- If original invoices are not available, then a written explanation must accompany the claim to provide adequate information for decision making;

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- The completed claim must be submitted as soon after month end as is practicable (preferably within 5 business days from month end);
- Failure to comply may result in a denial of the expense claim; and
- Any overpayments are considered debt owing to MHC and must be repaid.

Vice-President Corporate Support Services & Chief Financial Officer	
April 2018	
	
Lynn Foster	

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