

Personnel Manual



Policy and Procedure

TRAVEL, EXPENSE AND MILEAGE CLAIMS

Policy:

Grandview Children's Centre (Grandview Kids) employees will be reimbursed for authorized and allowable travel expenses incurred. Flexibility will be provided wherever possible. The policy is designed to rely on the goodwill and discretion of all employees while allowing Grandview Kids to meet its obligation as a public institution. As an Ontario Public organization, Grandview Kids is also guided by the Broader Public Sector (BPS) expense directive.

Procedure:

Travel Reimbursement

The guiding principle is that the individual should neither gain nor lose personal funds because of travel related assignments. Original receipts with all claims must be submitted via the Travel and Expense Report. Credit card slips are not sufficient to support a claim for reimbursement. All claims with the corresponding expense report should be submitted to the Finance Department on a monthly basis. The expenses related to a specific event (such as a conference) should be claimed on the same expense report and not spread out over more than one report. The employee's manager authorizing the expense report is responsible for ensuring all expenditures are appropriate and authorized with the corresponding back up.

Mileage claims will be paid to employees using their personal automobile for authorized work/business travel. This may include home visits, school visits, travel to other agencies and/or places of business, equipment pickup, mandatory training, and travel between Grandview Kids' locations. Claims are paid at the approved kilometre rate and must be approved by the employee's manager as per the criterion.

Mileage claims can be made only for mileage driven during work hours, on Grandview Kids' business, based on the shortest route (address details must be provided). When the mileage claim for a single one-way trip is more than 100 km, supporting documentation (e.g., MapQuest, Google maps) should be submitted with the Travel and Expense Report to support the claim, based on the shortest route. If there are recurring visits to the same location, only the first trip requires the support of a printed map. Note that occasional audits may take place as prescribed by Grandview Kids' financial policies.

Other general guidelines include:

1. Use of toll roads must be pre-approved by the employee's manager

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2. Employees using their personal vehicle for Grandview Kids business need to have the appropriate insurance coverage. This may include the prescribed coverage for business use
3. Carpooling is encouraged whenever possible and appropriate
4. Any employee involved in a motor vehicle accident while driving for work-related purposes should contact law enforcement when deemed to be appropriate (e.g., damage more than \$1,000). The employee must complete a Grandview Kids' incident report, notify their manager, and contact their insurance provider
5. Grandview Kids will not reimburse employee for traffic and/or parking violations

General Time and Scheduling Principles

Rail and Air Transportation

Travel by rail or air is permitted when this is the most practical and economical way to travel. Authorization must be received in advance from the appropriate manager, and the mode of transportation selected should take into consideration cost, practicality, and availability.

Whenever available, discount rates, reduced fares, charters and economy class fares must be utilized. When determining the most practical way of travel, all costs such as taxi fares and additional hotel charges must be considered, as well as the time involved.

Requests for air travel must be documented and authorized prior to submitting details to Finance at least 30 days prior to departure. The Finance A/P group work with employees to ensure appropriate arrangements are made. This includes seeking the lowest possible fare while ensuring the needs of the employee are met.

Taxi services may be used when public transit or private vehicle is not feasible, or when group travel by taxi is more economical than individuals travelling separately. Receipts must accompany all requests for reimbursement.

General Rail and Air Transportation guidelines include:

1. All travel should be economy class and non-refundable
2. Grandview Kids' employees are expected to book the lowest logical airfare
3. Employees may retain frequent flyer program benefits
4. Employees who upgrade class of service do so at their own expense
5. The boarding pass must be attached to the expense form as proof of travel
6. Please contact Grandview Kids Finance for questions and other guidelines

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Accommodations

Authorization must be obtained prior to booking any hotel accommodations. Reimbursement will be made based on single accommodation. If appropriate and practical, shared accommodation is encouraged. Economically priced accommodations are to be used, and corporate or special rates are to be sought. No reimbursement will be made for suites, executive floors, concierge services, entertainment/recreation services, room service, personal items, or mini bar. The maximum reimbursement for accommodation expenses is \$250 per day. If accommodation costs are expected to exceed \$250 per day, approval must be obtained in advance by the employee's manager and/or Director depending on signing limits.

Charges resulting from not cancelling a hotel reservation are the responsibility of the employee. Employees sharing accommodations with non-employees (e.g., spouses) are responsible for paying the difference between single and double rates, as well as all charges incurred by the other occupant/travel companions.

Under normal circumstances, accommodations are not necessary for destinations within 100 kilometres of the work site, or the employee's residence. Certain circumstances may prescribe an employee staying overnight including situations where travel is considered unsafe (e.g., inclement weather) or a conference education session exceeding 1 day.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- a. a maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed;
- b. the \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

Meals

Reasonable and appropriate actual meal expenses will be reimbursed subject to prior approval, up to a maximum of \$50 per day as follows:

Breakfast \$10; Lunch \$12.50; Dinner \$22.50

Any exceptions to the daily maximum must be approved in advance by the employee's manager. For part days of travel, reimbursement is made for each meal, up to the daily maximum. On travel days, breakfast is reimbursed if the time of departure is two hours prior to the regular work hours. Dinner is reimbursed if return time is two hours after regular work hours. There is no reimbursement for alcoholic beverages. Original itemized receipts must be provided with claims for reimbursement of actual meal expenses. Credit card receipts will not be accepted.

Reimbursement will not exceed the amount spent, or the daily maximum whichever is less, including taxes and gratuities. Gratuities may not exceed 15%. Meals are not reimbursed when it

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is possible or practical for the employee to provide their own meals, the meals are provided by a carrier, are included in conference registrations fees or accommodation costs.

Advances

Employees may be provided with a travel advance to cover expenses only where the expenses cannot be purchased using a personal credit card. The employee requesting the advance must seek the approval of their manager and provide details to Finance at least 10 business days in advance.

Hospitality

Hospitality is defined as the provision of food, non-alcoholic beverages, accommodation, transportation, or other amenities at the expense of Grandview Kids to persons who are not employees of Grandview Kids, to enhance community and public relations. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Grandview Kids business or is considered desirable as a matter of courtesy. Hospitality will only be reimbursed upon approval of the manager, or the Chief Executive Officer when engaging representatives of the government, public sector, volunteers, or the public in:

1. Discussions of an official matter
2. Gaining an understanding of Grandview Kids
3. Showing appreciation, or recognition of service to Grandview Kids
4. Sponsoring formal conferences
5. Conducting ceremonies

The cost of hospitality should take into consideration the status of the guest, the recognition being bestowed, the number of people involved, and the purpose to be achieved. All expenses must be supported by receipts, noting the names of all attendees, their organization/title, and the nature of the hospitality