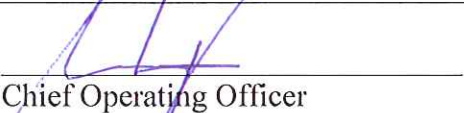



<b>Policy:</b>	Personal Business and Expense Reimbursement Policy	<b>Policy #</b>	
<b>Developed By:</b>	Chief Operating Officer	<b>Date Approved:</b>	February 2, 2011
<b>Approval:</b>	 Chief Operating Officer	<b>Supersedes:</b>	
	 President/Chief Executive Officer	<b>Original Date:</b>	February 2, 2011

**POLICY:**

Runnymede Healthcare Centre (RHC) will reimburse employees for reasonable and legitimate business expenses incurred by them when on hospital business. Expenses will be reimbursed when supported with original receipts and/or documentation. Staff expenses must be approved by the employee's immediate supervisor. No individual should approve his or her own expenses, or that of a subordinate that has paid for travel, meals, etc for the supervisor's benefit. The individual approving the expense report is responsible to ensure all claims are correct, reasonable and in accordance with RHC policy.

**PROCEDURE:**

**Expense Reimbursement:**

1. Reimbursable business expenses should:
  - a. Be work related
  - b. Be modest, appropriate and reasonable
  - c. Be submitted in a timely fashion, and in the format and manner stipulated under hospital policy.
2. Personal expenses will not be reimbursed.

**Expense Reimbursement Form:**

3. For reimbursement, staff must complete the RHC reimbursement form accompanied with original, itemized receipts.
4. The claim should state the business purpose for the expenditure.
5. If the individual incurred costs on behalf of other individuals (meals purchased on behalf of guests and/or staff), the names and titles of those individuals should be included, except when the meetings are of a sensitive nature .
6. Any travel advance should be deducted from the claim.
7. The form should be signed by the member of staff requesting reimbursement and the staff member's immediate supervisor. It should include a valid cost centre and expense account code.

**Petty Cash:**

8. The purpose of petty cash is to facilitate reimbursement for small departmental purchases and not to reimburse staff for travel or meals expense.

**Corporate Credit Cards:**

9. Corporate credit cards will be provided to staff that are required to travel and entertain for Hospital business (excluding staff education and conferences).

Eligibility is as follows:

- President and CEO
- Vice Presidents/COO/CFO

Only the President or COO/CFO is authorized to approve the issuance of a Corporate credit card.

10. Card holders are responsible to ensure their statements are submitted for approval to meet the statement payment due date, which is five (5) days before the statement is due. The supervisor is responsible to ensure that the finance department has three (3) business days to process payment.
11. Cardholders are responsible to ensure that statements submitted for approval have receipts attached for each individual item on the statement, including a written description of the expense/purpose of the expenditure. Items without a receipt and/or reasonable explanation may not be reimbursed by RHC.

**Personal Business and Expense Reimbursement Approvals:**

12. Only expenses incurred in the performance of organization business can be approved for reimbursement. Approvers are responsible to review the reimbursement forms and statements for any purchase irregularities, ensure original itemized receipts are attached for each item claimed, including a written description of the expenditure, prior to approving the reimbursement or statement for payment.