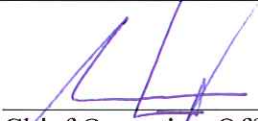



Policy:	Reimbursement of Staff Travel and Meals Expenses	Policy #	
Developed By:	Chief Operating Officer	Date Approved:	January 26, 2011
Approval:	 _____ Chief Operating Officer	Supersedes:	
	 _____ President/Chief Executive Officer	Original Date:	January 26, 2011

POLICY:

Runnymede Healthcare Centre will reimburse staff for reasonable and legitimate business expenses incurred while travelling on approved hospital business. Traffic or parking infractions are the responsibility of the employee. Expenses should be submitted in a timely fashion, on the requisite hospital forms with original receipts.

PROCEDURE:

Local Taxi:

Use of a taxi voucher for local travel by staff, shall be approved in advance by the appropriate department's signing authority.

Offsite Meetings:

Staff required to attend an offsite meeting, will be paid return kilometers from Runnymede to the location of the meeting. Where the staff member travels to the meeting directly from home, the staff member will be paid the excess kilometers travelled.

Out of pocket costs such as parking, with a receipt, will also be reimbursed.

Business Travel, Conventions, Conference and Education Approval:

All travel, conventions, conference or education for an individual must be approved by completing the required forms in advance of:

- registering for the convention or conference;
- submitting an abstract or prior to accepting to present at a conference;
- enrolling for education courses or curriculum; or
- booking any airfare, rail or alternative means of transportation and hotel accommodation.

Authorization of payment related to or reimbursement to the individual, with respect to the above, requires the approval of the employee's immediate supervisor and their Vice President or Chief Executive Officer.

Conferences and Education in the Greater Toronto and 905 areas:

Staff will be reimbursed for kilometers incurred, where the distance to the conference is greater than the kilometers that would otherwise be incurred, if the staff member was to travel to their normal place of work.

Out of pocket costs such as parking, with a receipt, will also be reimbursed.

For half or full day conferences, and where meals are provided as part of the conference registration, there will be no additional reimbursement to the employee, unless approved by the employee's immediate supervisor in advance.

Out of Town Travel

Approval for any travel outside the Greater Metropolitan Toronto area, must be obtained in advance of the trip by the Vice President responsible and/or the CEO.

Expenses incurred by staff for travel, hotel or other accommodation and meals must be economical and reasonable.

Expenses for meals shall not exceed the per diem rate established unless approved by the employee's immediate supervisor in advance. Meals will only be reimbursed when travel outside the Greater Metropolitan Toronto area is required. Meals included with a conference will be adjusted from the per diem allowance for meals.

Expenses for transportation must be suitable and necessary to reach the place of destination and return. In the case of airfare, RHC will only reimburse for economy class. Employees should book the lowest fare class possible.

Employees who travel for staff education and conferences should use their personal credit card and request reimbursement for expenses upon their return.

All travel expenses for reimbursement must be accompanied with original receipts and submitted on an expense account form. Refer to the Business and Expense Reimbursement Policy.

When a cash advance for travelling expenses is required, a cheque requisition shall be prepared for an amount not to exceed 75% of the total cost of the travel. The cheque requisition for travel advance must be approved by the appropriate Vice President and COO/CFO. The advance must be reconciled within 5 business days after returning from the conference.

Meals

Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense.

Original, itemized receipts are required and reimbursement must not exceed the actual amount spent (including taxes and gratuities).

Reimbursement is for restaurant/prepared food only.

When a staff member is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance. The highest ranking member of staff should pay for the meal expenditures.

Meal Rates in Canada - Per diem expenses in effect.

Reimbursement for meal expenses incurred in Canada is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities.

Meals	Maximum Amount
Breakfast	\$8.75
Lunch	\$11.25
Dinner	\$20.00

The rates are not an allowance. Original itemized receipts are required to submit a claim for reimbursement.

When more than one meal is claimed for any day, you may allocate the combined maximum rates between meals.

Reimbursement for amounts exceeding the maximum rates set out, must be approved by the employee's supervisor, in advance.