

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Travel and Hospitality

Number: 03-080

Issued by: President and Chief Executive Officer

Page: 1 of 5

Original Issue: 2017.04

Revised: 2017.08

Introduction

The Kingston Health Sciences Centre (KHSC) will reimburse its employees, volunteers, and medical staff for reasonable and actual expenses incurred by them when on hospital business within the approved policy guidelines.

Expense reimbursement requests should be submitted in a timely manner using the approved *Travel Authorization and Reimbursement Form*. Original receipts are required (i.e. credit card receipts and/or statements are not acceptable). Incomplete or inadequately supported requests will be returned and/or denied.

All amounts should be reflected in Canadian \$'s. Exchange rates should be noted.

Staff should aim to make the most practical, economical and reasonable arrangements for travel, meals, hospitality, and business expenses.

Being mindful of the risks to continuity of operations, travel by a group of employees in the same vehicle (e.g. train, car) is discouraged. Where possible, no more than three members of either the hospital Executive or Board should travel together. For individual department leadership teams, consideration should be given to the effect on functioning of the department when considering group travel. This may result in individuals being required to travel separately.

No individual should approve his or her own expenses. Expenses for a group function can only be claimed by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver. Expenses must be approved by the appropriate supervisor (i.e. one level higher than the individual incurring the expense). The individual approving the expense report is responsible to ensure all claims are in accordance with the reimbursement policy and accompanied by adequate supporting documentation.

The assistance of the hospital's approved travel agency is available for booking travel arrangements and is preferred for travel arrangements that would total \$1,000 or higher per occasion (i.e. combination of travel, accommodation, car rental, etc). Details in Appendix A.

This policy covers all disbursements made from hospital operating funds, and all other funds it may administer (e.g. research restricted accounts). In no instance should this hospital policy provide reimbursement in excess of specific policies provided by Government for funds administered on their behalf.

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Travel and Hospitality

Number: 03-080

Issued by: President and Chief Executive Officer

Page: 2 of 5

Original Issue: 2017.04

Revised: 2017.08

Policy Statement

1.0 Travel

- 1.1 Travel should be approved in advance by a claimant's supervisor. Pre-approval should be documented (e.g. email) and attached to the reimbursement request for non-recurring events for which annual budget allocations have been previously approved.
- 1.2 Where a number of individuals are attending the same function, shared travel should be considered where possible.
- 1.3 The mode of transportation chosen – air, train, car, should be that which enables the individual to attend to hospital business with the least cost to the hospital, consistent with the least amount of interruption to the individual's regular and personal schedule. Consideration should be given to the length of time away from the workplace. Every effort should be made to use the inter-hospital shuttle when travelling on business within Kingston.
- 1.4 Basic economy fares will be reimbursed by the hospital (train/air). Any upgrades will be the responsibility of the individual. Every effort should be made to take advantage of discounted fares (e.g. booking in advance, hospital discount rate: [Hospital VIA discount code – see Appendix A], time of travel, etc.). The original boarding pass/fare ticket must be attached to the expense reimbursement request.
- 1.5 The cost of flight cancellation insurance is an allowable expense. However, there are very few categories of cancellation which are covered by this insurance and therefore not recommended.
- 1.6 When personal travel is combined with business travel, individuals will be reimbursed for only the business portion of the trip at the lowest available fare.
- 1.7 Personal vehicles used on hospital business must be insured at the vehicle owner's expense for personal motor vehicle liability at an amount equivalent or greater than the minimum liability specified in the Insurance Act. The hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for hospital business. The hospital will not reimburse costs of collision or liability coverage and will not accept claims for damages as a result of a collision.
- 1.8 When individuals use their own vehicles for hospital business, reimbursement will be provided at the approved kilometer allowance rate (which provides an allowance to cover the costs of fuel, depreciation, maintenance and insurance) within a 500 kilometer radius of Kingston. If a personal automobile is used out of personal preference beyond this radius, reimbursement will be limited to the cost of the most economical alternative mode of travel
- 1.9 When calculating the total kilometers of a trip that originates from the employee's home or other personal location the normal distance driven to the hospital should be excluded. For example, if your normal route to and from work each day equates to 100 kilometers and including business travel you travel 110 kilometers in a day, your eligible reimbursement is for the incremental 10 kilometers only.

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Travel and Hospitality

Number: 03-080

Issued by: President and Chief Executive Officer

Page: 3 of 5

Original Issue: 2017.04

Revised: 2017.08

- 1.10 For rental vehicles, rental cost and gasoline will be reimbursed. The hospital carries collision damage and comprehensive perils insurance so the purchase of additional insurance on rented cars is not required for rental periods less than 30 days. Details of the hospital's approved rental car agency are provided in Appendix A. Every effort should be made to take advantage of these discounted rates. In the event of a liability claim, the order of responsibility would be as follows: 1) rental purchased policy (if rental greater than 30 days), 2) driver of automobile personal automobile insurance policy, 3) hospital policy, and 4) the rental agency.
- 1.11 The use of taxis should be reasonable. Receipts are required.
- 1.12 Receipts for parking lot charges are required.
- 1.13 No reimbursement will be made for the use of toll highways, including but not limited to Highway 407 ETR, where reasonable alternative routes exist.

2.0 Accommodations

- 2.1 Travelers should use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. No reimbursement will be made for suites, executive floors, or concierge services. Nightly accommodation charges (pre-tax) in excess of \$200.00 must receive prior written approval. Always request most favourable terms such as government rates (For hospital discount rates – see Appendix A).
- 2.2 Individuals will be reimbursed for reasonable expenses required to carry out hospital business including long-distance, computer access charges, photocopying, and facsimile transmissions. The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable amounts.
- 2.3 Individuals will not be reimbursed for entertainment, laundry services (unless required due to long-term business trip), pay TV or movies, or special facility charges (e.g. fitness clubs). Reimbursement will be made for reasonable costs for necessary personal calls home for each night away.
- 2.4 Whenever possible, the most economical method should be used for placing long distance calls (e.g. hospital issued cell phone or calling cards).

3.0 Meals

- 3.1 Individuals will be reimbursed for reasonable meal expenses incurred while on hospital business subject to the policy limit on reimbursement. Original receipts are required (i.e. only submitting credit card receipts and/or credit card statements are not acceptable). Incomplete or inadequately supported requests will be returned and/or denied.
- 3.2 The hospital policy for reimbursement for meal claims is: \$15 for breakfast, \$18 for lunch, \$30 for dinner.
The above rate is applicable for travel in the US or Canada in the applicable currency and includes gratuities which are limited to 15%. Reimbursement for

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Travel and Hospitality

Number: 03-080

Issued by: President and Chief Executive Officer

Page: 4 of 5

Original Issue: 2017.04

Revised: 2017.08

meals in other countries will be based on the actual amount paid, provided it is deemed reasonable.

3.3 No reimbursement will be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.

3.4 When individuals are authorized to pay for meals of others, the reimbursement request must include the names of those in attendance and the business purpose of the event. The highest ranking member of staff should pay for the meal expenditures.

3.5 No reimbursement will be made for alcoholic beverages.

4.0 Personal Expenses

No expenses deemed to be of a personal nature will be reimbursed. Such expenses include but are not limited to cigarettes, snacks, entertainment event fees, expenses resulting from unlawful conduct, traffic and parking violations, and personal items.

5.0 Consultant and Other Contractor Expenses

5.1 Consultants are not considered hospital staff and therefore are not covered by this policy. Consultants should seek reimbursement only for expenses explicitly agreed to by the consultant and the hospital and as detailed in the associated contract agreement.

5.2 In no circumstance can hospitality, incidental or food expenses be considered allowable expenses in any contract between an organization and the consultant or contractor.

6.0 Provision of Hospitality

6.1 Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at the hospital's expense to persons who are not engaged in work for the hospital.

6.2 Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.

6.3 Functions that are exceptions to the above must have prior approval of the CEO or the CEO's delegate.

6.4 Where hospitality events are extended by the hospital, and where the guests include vendors (current or prospective), prior approval must be obtained to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor.

7.0 Acceptance of Hospitality

Acceptance of hospitality from vendors (current or prospective) may constitute a conflict of interest, and may therefore be prohibited. Individuals are responsible for ensuring compliance with the hospital's *Workplace Conduct Policy 01-217*.

KINGSTON HEALTH SCIENCES CENTRE

ADMINISTRATIVE POLICY MANUAL

Subject: Travel and Hospitality

Number: 03-080

Issued by: President and Chief Executive Officer

Page: 5 of 5

Original Issue: 2017.04

Revised: 2017.08

8.0 Consultants Receiving Hospitality

Consultants may receive hospitality or take part in hospitality events so long as it is consistent with the principles of this policy and clearly outlined in the contract between the hospital and the consultant.

9.0 Staff Social Events

9.1 Individual hospital cost centres should not incur costs for staff events or parties in alignment with the Broader Public Sector Expenses Directive.

9.2 Should departments wish to hold their own holiday events and/or social activities for staff, the costs should be covered by staff and the activities should take place during a time so as not to disrupt the regular operations of the hospital.

Authorizing Signature

Dr. David Pichora
President and Chief Executive Officer