



POLICIES & PROCEDURES

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DATE:	Jan 1979
REV. DATE:	Dec 2011

SUBJECT: TRAVEL & MEAL EXPENSES

1.0 POLICY:

Attendance at meetings/conferences are for the benefit of Ongwanada staff. As employees may be required to travel from time to time on Ongwanada related business; it is the policy of Ongwanada to reimburse staff and other individuals for reasonable travel and meal expenses associated with the various operations of Ongwanada. This policy applies to travel and meal expenses chargeable to operating budgets, ancillary operations and any other accounts or projects administered by Ongwanada.

It is the responsibility of individuals with signing authority to ensure that employees whose expenses are to be charged to one of their accounts are familiar with Ongwanada's Travel and Meal Expenses policy prior to taking a trip.

2.0 PROCEDURE:

2.1 Personal Expenses

Only expenses related to Ongwanada business are covered by this policy and expenses of a personal nature will not be reimbursed. Some examples of the most common ineligible expenses include personal entertainment, sight-seeing and side trips. Expenses for a spouse or other individual accompanying the employee will not be reimbursed.

2.2 Billing to Outside Agencies

Where all or a portion of travel expenses are to be paid by a third party, the employee or his/her supervisor should provide appropriate details to the Financial Services - Accounts Receivable who will prepare and forward an Ongwanada invoice to the funding organization.

2.3 Currency

All Ongwanada employees will be reimbursed in Canadian funds in amounts equivalent to the actual expenses incurred and where necessary, converted to Canadian for reimbursement. All expenses must be listed on the Travel Expense Statement in the currency that was used for the actual expenditures. Proof of cost of obtaining foreign funds should be provided.

When foreign currency expenses (including U.S.) are charged to the ScotiaBank Corporate credit card, a copy of the credit card statement must be attached to verify the exchange rate used.

2.4 Travel as Part of the Job

Ongwanada employees who, as part of their regular duties may experience travel scenarios, shall be apprised of this Policy at the time of hire as part of their departmental orientation. The Supervisors of such employees shall meet with employees to determine appropriate strategies for frequent/regular travel.



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2.5 Posting of Rules

Travel and meal expense rules will be posted on Ongwanada's website, so that they are available to the public.

2.6 Consultants / Contractors

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

3.0 BUSINESS TRAVEL PROCEDURES

The mode of transportation should be the least expensive, recognizing other limiting factors such as time constraints and potential accommodation costs. Other options besides travel should be considered as appropriate, including the use of videoconferencing technology. Since all travel is paid on a "reimbursement basis" and travel agencies are not able to bill Ongwanada directly for airline or train tickets, employees will be required to use the corporate card or their personal credit card at the time of booking. All Ongwanada staff issued with an Ongwanada corporate credit card must utilize the card for these and other Ongwanada travel and meal related expenditures. In the event that a staff member has used a credit card other than Ongwanada issued corporate card, without a reasonable rationale, no reimbursement for such costs will be made. While employees are personally responsible for all charges made against their card, Ongwanada guarantees that travelers will be promptly reimbursed for all monies owing upon the timely submission of the approved Statement of Travelling Expense.

The general procedures for travelling on Ongwanada business are as follows:

- 3.1 Use your ScotiaBank Corporate Credit Card. Details on Ongwanada's ScotiaBank Corporate Card program are available from Support Services;
- 3.2 If you have not been given a ScotiaBank Corporate Credit Card, you may use your personal credit card and apply for reimbursement and/or cash advance.
 - 3.2.1 If an employee of Ongwanada chooses to use a personal credit card for Ongwanada business, Ongwanada will not reimburse that employee for any interest or finance charges that are incurred with respect to said use. It is the employee's sole responsibility to make sure that their personal credit cards are paid on a timely basis and to avoid the imposition of interest and finance charges.
 - 3.2.2 Ongwanada recognizes that some incidental expenses cannot be paid by credit card (i.e. tips, and taxis). Requests for cash advances (\$250 limit) must be submitted to Financial Services – Accounts Payable after prior approval by the line manager. Any cash advance form must be approved in a manner consistent with Policy #01-01-06 *Educational Leave of Absence* and Section 10.0 of this Policy. Generally, no subsequent advance will be made



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available if the accounting for a previous cash advance has not been completed.

- 3.3 Prior to making travel arrangements, acquire approval for the trip from the appropriate signing authority using the process detailed in Policy #01-01-06 *Educational Leave of Absence*.
 - 3.3.1 Travel claimants must obtain all appropriate approvals before incurring expense. If no prior approval was obtained, then a written explanation must be submitted with the travel claim.
 - 3.3.2 The immediate supervisor must ensure that regular duties will be maintained during the absence, that the travel is appropriate, and that the necessary travel funds are available.
- 3.4 Make travel arrangements (airline/train bookings, hotel accommodation, etc.) as early as possible in order to take advantage of any available discounts;
- 3.5 Acquire appropriate receipts during the trip to support expenditures;
- 3.6 Claimants may retain travel loyalty program points for their personal use, as long as the most cost-effective accommodation and travel is chosen and approved.
- 3.7 Prepare travel expense statement, attach appropriate receipts, ensure statement is approved by the appropriate signing authority (see Section 12.2.1), and forward to Financial Services - Accounts Payable within 10 working days of completing the trip.

4.0 AIR and RAIL TRANSPORTATION

- 4.1 Employees travelling on Ongwanada business must make their own travel arrangements unless directed otherwise.
- 4.2 Air and rail travel is permitted if it is the most practical and economical way to travel. More expensive modes of transportation may be subsidized by the employee, if they so choose.
 - 4.2.1 Economy (coach) class is the standard option for ticket purchase;
 - 4.2.2 Train business class is acceptable with prior approval if it allows staff to (a) work with a team, (b) allows staff to reduce expenditures on meals and accommodations, or (c) health and safety considerations
- 4.3 The original stub of the airline/rail ticket must be attached to the travel expense statement. When using an e-ticket, the invoice and the boarding passes must be submitted.

5.0 GROUND TRANSPORTATION



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In general, car pooling is encouraged where a number of staff members are attending the same event. In the event that this is not practical, staff have the option of using a personal or rental vehicle under the parameters defined in Sections 5.1 and 5.2.

5.1 Use of Personal Automobile

- 5.1.1 When it is necessary to travel out of town by personal car, the employee is entitled to be reimbursed at the prevailing Ongwanada mileage rate (see Appendix A - *Per Diem Rates*). For OPSEU/CUPE bargaining Unit members, the employer shall pay the rate as per the respective Collective Agreements. This allowance is intended to cover insurance considerations as well as costs and gas, maintenance and general wear of the vehicle in the course of Ongwanada business. Management and non-union employees will receive mileage allowance as determined by the Ongwanada Board of Governors.
- 5.1.1.1 if driving more than 200 km in one day, consideration should be given to a rental vehicle
- 5.1.1.2 if the staff member is using their personal vehicle, a log must be kept to track business use.
- 5.1.2 The claim shall be submitted on a Travel Expense Statement and must be approved in the normal fashion. Information on the purpose of the trip and the destination shall be outlined. If travel by personal automobile is desired by the employee and, providing it is mutually agreed with the appropriate signing authority, Ongwanada will pay the lesser of the current approved mileage rate or the regular air/train fare normally payable by Ongwanada. All traffic violations (e.g. speeding tickets, parking tickets) are ineligible for reimbursement. Mileage allowance will be paid for only one personally owned automobile where employees travelling together could reasonably be expected to travel in one automobile.
- 5.1.3 Standard mileage distances for commonly used routes is attached as Appendix B. These distances have been calculated utilizing internet mapping services.
- 5.1.4 If a private vehicle is used on approved Ongwanada business, the owner must ensure that his/her personal automobile insurance is adequate. A minimum of \$1,000,000 third party liability is mandatory. See Policy #02-02-14 *Use of Vehicles*.
- 5.1.4.1 the vehicle must be insured at the vehicle owner's expense;
- 5.1.4.2 insurance must include business use;
- 5.1.4.3 there will be no reimbursement for business use, damage or liability;



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5.1.4.4 Ongwanada will not reimburse deductible amounts related to coverage;

5.1.4.5 if the vehicle is involved in an accident, the staff member is not permitted to make a claim to Ongwanada for resulting damages.

5.2 Automobile Rental

5.2.1 Generally, employees should make their own arrangements for automobile rentals. With respect to such matters such as insurance coverage, preferred suppliers, competitive rates and other rental terms and conditions, it is important that employees contact the Purchasing Department for full details prior to making their arrangements. The original receipt from the rental agency should be attached to the Travel Expense Claim Form for reimbursement.

5.2.2 When renting a vehicle, staff should purchase the collision damage waiver coverage offered by the rental company.

5.3 Taxi, Limousine, Bus

5.3.1 Prior approval to use a taxi should be obtained whenever possible. Taxis may be justified when:

- group travel is more economical than public transit, shuttle; or
- taking a taxi allows you to meet unusually tight meeting schedules.

5.3.2 Receipts for these services are required (see Appendix C - *Statement of Travelling Expense*).

5.4 Public Transit

5.4.1 Local public transportation including hotel/airport shuttles should be used whenever possible.

6.0 ACCOMMODATIONS

6.1 Employees are responsible for making their own accommodation arrangements.

6.2 Reimbursement for hotels, motels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Receipts are required. Employees should give due consideration to location and economy prior to making arrangements for accommodations.

7.0 MEALS



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- 7.1 Expenses for meals excluding alcoholic beverages will be reimbursed, with supporting receipts, up to a maximum of the per diem daily allowance as outlined in Appendix A - *Per Diem Rates*. All rates include applicable taxes and gratuities. This allowance should be claimed on a per day or per meal basis depending on the portion of the day the employee is actually travelling on behalf of Ongwanada.
- 7.1.1 rates are not an allowance, but are for individual meals. Meals must have been eaten to be able to submit a claim for reimbursement
- 7.1.2 when more than one meal is claimed for any day, staff may allocate the combined maximum rates between the meals. It is not permitted to combine the maximum 3-meal rate if only 2 meals are eaten.
- 7.2 Under certain circumstances it may be necessary to incur meal costs greater than the per diem allowance and, provided itemized receipts are submitted, the actual costs will be reimbursed.
- 7.3 Meals included in a conference fee or registration fee should be shown as a conference or registration expense and the per diem claim should be reduced accordingly.
- Note:** Where it is appropriate for an employee to be reimbursed for the cost of a meal for a business associate, the name of the associate and purpose of the meeting must be noted on the Statement of Travelling Expense.
- 7.4 Claims for Ongwanada group meals must include names.
- 7.5 For meals outside of Canada, the defined Canadian meal rates are to be converted to host country funds. All rates include taxes and gratuities.

8.0 INCIDENTALS

- 8.1 Reasonable small expenditures where it is either impractical or impossible to acquire receipts may be claimed. Such expenditures would include such items as parking, coin telephone, subway tokens, as well as tolls for bridges, ferries or highways.
- 8.2 Reasonable gratuities for baggage assistance, etc. While receipts are not required, such actual expenditures must be itemized for each travel day. Examples include:
- 10% - 15% meals
 - 10% taxi fare
 - \$2 - \$5 per bag for porter



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9.0 TELECOMMUNICATION

- 9.1 Staff must obtain prior approval to use Blackberry devices for business purposes while travelling;
- 9.2 Staff are expected to use the least expensive means of communication, such as calling cards or internet access through hotels, offices;
- 9.3 If away on business, reimbursement will be made for:
 - 9.3.1 reasonable, necessary personal calls home for each night way; and
 - 9.3.2 business calls;
 - 9.3.3 emergency calls from air or rail phones;
 - 9.3.4 internet connections and computer access charges;
 - 9.3.5 facsimiles.

10.0 ENTERTAINMENT

The cost of entertainment is normally considered a personal expense and is ineligible for reimbursement.

11.0 TRAVEL ADVANCES

- 11.1 Travel advances will not be given to employees eligible for a ScotiaBank Corporate Credit Card unless the funds are required for goods or services that cannot be paid for by ScotiaBank Corporate Credit Card or if extensive travelling is anticipated. Costs will be reimbursed in advance of travel for expenses incurred in order to obtain discounts e.g. airline or train tickets purchased in advance in order to obtain discounted pricing. In both of these instances the request for funds must be accompanied by a completed Appendix C - *Statement of Travelling Expense*.
- 11.2 All advances must be cleared by submitting a Travel Expense Statement to Financial Services – Accounts Payable within 10 working days of completing the trip. If an amount is to be returned to Ongwanada, a personal cheque in the correct amount, payable to Ongwanada, must be attached to the Statement of Travelling Expense.
- 11.3 In the event a trip, for which a travel advance was requested, is postponed or cancelled, a refund of the advance should be forwarded immediately to Financial Services - Accounts Payable.



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12.0 REPORTING PROCEDURES & APPROVALS

12.1 **Travel Expense Statement**

The *Statement of Travelling Expense* and *Education and Travel Authorization Form* shall be submitted to Financial Services - Accounts Payable no later than 10 working days after returning from a trip. These statements must be properly itemized and appropriate original receipts (photocopies are not acceptable) must be attached. They should also identify the Ongwanada Account to be charged and are to be approved by the appropriate signing authority as per Section 12.2.1.

Note: Reimbursement of expenses does not itself constitute final approval and all expense statements are subject to audit and subsequent adjustment if necessary.

12.2 **Signing Authorities**

12.2.1 Normally the signing authority is the individual responsible for the budget account to be charged. The individual approving the expense statement is responsible for ensuring that the expenses are for Ongwanada purposes and comply with this and any other related policies. Signing approval limits are as specified in Policy #03-02-02 *Signing Authorities*.

EMPLOYEE	SIGNING AUTHORITY
All Ongwanada staff	Immediate Supervisor <u>and</u> Coordinator
Ongwanada Supervisor	Immediate Line Coordinator <u>and</u> Senior Manager
Ongwanada Coordinator	Immediate Senior Manager <u>and</u> a second Senior Manager
Senior Managers	Executive Director
Executive Director	Board of Governors - Treasurer

12.2.2 Under no circumstances may an employee authorize his/her own travel expenses.

13.0 **LEAD PERSON:**

Assistant Executive Director, Finance & Support Services
Delegated Staff Person: Financial Services Supervisor

14.0 **RELATED POLICIES:**

04-01-04 *Corporate VISA Cards*
02-02-14 *Use of Vehicles for Business Purposes*
03-02-02 *Signing Authorities*
01-01-06 *Educational Leave of Absence*
01-02-04 *Mileage Allowance & Travel Conference Expense Guidelines*

15.0 **REVIEW DATE:**

March 2013



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APPENDIX A

PER DIEM RATES - EFFECTIVE APRIL 1, 2009

MEALS (Per diem rates including applicable taxes and gratuities - receipts required)

Breakfast	\$12.00
Lunch	\$15.00
Dinner/Supper	\$28.00
TOTAL	\$55.00

MILEAGE RATES – Non-Union Staff - EFFECTIVE APRIL 1, 2009

Per Kilometer \$ 0.44

Union Members should consult their respective collective agreements for mileage rates.

INCIDENTAL EXPENSES

Actual individual expenditures of under \$10.00



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APPENDIX B

STANDARD MILEAGE CHART - from Ongwanada Resource Centre

Community Residences Mileage - Return Trip		Other Destinations Mileage - Return Trip	
Destination	Kilometers	Destination	Kilometers
Aberfoyle CR	8.8	Balsam Grove	5.2
Barclay CR	2.4	Crescent Centre	4.8
Douglas CR	13.0	Community Living Kingston	5.4
Church CR	80.4	Brockville	177
Cunningham CR	31.0	Belleville	166
Douglas CR	12.8	Smiths Falls	199
Dundas CR	4.8	Cornwall	370
Elizabeth CR	6.0	Ottawa	404
Guthrie CR	14.4	Oshawa	408
Gore CR	24.6	Peterborough	356
Graham CR	69.2	Trenton	201
Grosvenor CR	5.2	Cobourg	298
Henrietta CR	75.2	Markham	492
Henry CR	83.0	Toronto	516
Inverness CR	9.2	Mississauga	564
James CR	74.4	Madoc	256
McKeown CR	28.8	Picton	164
Montreal S CR	9.8	Bancroft	390
Montreal N CR	18.6	Barry's Bay	432
Morenz CR	16.6	Perth	210
Mowat CR	2.8	Carleton Place	258
Muirfield CR	13.0	Arnprior	344
Mulcaster CR	4.0	Renfrew	400
Portsmouth CR	6.0	Pembroke	496
Prince Charles CR	17.6	Sharbot Lake	150
Richard CR	2.8	Kemptville	296
Seaforth CR	8.2	Plantagenet	518
Sherwood CR	6.0	Morrisburg	296
Sunnyside Treatment Home	18.0	Alexandria	472
Sydenham CR	18.0	Port Hope	315
Wilson CR	16.0	Beechgrove MCSS Office	3

