

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p>POLICY</p>	<p>WRHA GOVERNED SITES Applicable to programs, departments and services of the WRHA governed and integrated sites</p>		<p>Level: 2A</p>
	<p>Policy Name: Business Travel & Expenses</p>	<p>Policy Number: 30.10.055</p>	<p>Page: 1 of 6</p>
	<p>Approval Signature: <i>Original signed by A. Wilgosh</i></p>	<p>Section: FINANCE</p>	
	<p>Date: January 2011</p>	<p>Supersedes: #30.10.050 #30.10.060</p>	

1.0 PURPOSE:

- 1.1 To ensure appropriate reimbursement for reasonable travel and business expenses for WRHA employees.
- 1.2 This policy applies to all employees, medical staff, contractors or any other person authorized by WRHA for expenses incurred while on WRHA business.

2.0 DEFINITIONS:

- 2.1 Local Travel – travel by private automobile, taxi, or bus within the Boundaries of the WRHA
- 2.2 Out of Town Travel – any authorized out of town trip extending beyond the Boundaries of the WRHA or beyond the Boundaries of a Provincial Program.
- 2.3 Boundaries of the WRHA – areas within a 50 KM radius of the city of Winnipeg perimeter that house WRHA operations.
- 2.4 Boundaries of a Provincial Program – areas within the regular operation of the provincial program, not to exceed the provincial boundaries.
- 2.5 Accommodation – hotel, or approved alternate accommodation.
- 2.6 Employee – a person employed by WRHA or by any WRHA governed and integrated site.
- 2.7 Contractor – individual or company providing services to WRHA under contract other than letter of employment.
- 2.8 Ground Transportation – bus, subway fares, taxis, and airport bus for local transportation at destination.

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- 2.9 WRHA Continuing Education Fund – A Fund established by Manitoba Health Nurses Recruitment and Retention Fund to support ongoing education for Registered Nurses, Registered Psychiatric Nurses, Graduate Nurses and Licensed Practical Nurses who are employed by the WRHA as nurses and provide direct patient care. Educators and front-line managers who fall under this professional umbrella are also eligible.
- 2.10 Partial Day – less than 24 hours.

3.0 POLICY:

Authorization for Travel:

- 3.1 Travelers shall not enter into a financial commitment relating to Out of Town Travel on behalf of the WRHA without receipt of an authorized Travel Request Approval Form.
- 3.2 Local travel and travel within the Boundaries of a Provincial Program on behalf of the WRHA shall be approved upon completion of the appropriate reimbursement form.

General:

- 3.3 Reimbursements for all business travel and expenses shall require original detailed receipts, showing specific items purchased and tax details.
- 3.4 Travelers shall only claim their own business travel and expenses. They shall not bundle expenses for other travelers.
- 3.5 WRHA does not issue travel advances to those traveling on WRHA business.
- 3.6 The quality of travel, accommodations, and other related expenses should be reasonable and appropriate for the purpose of the business trip. Luxury accommodations and car rentals will not be accepted. Alcoholic beverages shall not be reimbursed. Travelers are expected to use discretion in spending, and supervisors are expected to be diligent in the approval of expenses.
- 3.7 Travel expenditures such as passport, additional insurance, purchase of personal equipment, personal entertainment, personal cellular telephone roaming charges, etc. are at the option of the employee and shall not be claimable expenses. Roaming charges on business cellular telephones shall be reimbursed if incurred for business purposes.
- 3.8 Travelers may extend their trip for personal reasons as long as there are no incremental costs to the WRHA. Any extensions for personal reasons shall be documented and approved on the Travel Request Approval Form.
- 3.9 All Contractors are required to comply with this Business Travel & Expense Policy. Wording to this effect shall be incorporated into each individual contract.
- 3.10 Third Party recoverable travel must comply with the Industry Relations Policy.

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- 3.11 The CEO's business travel and expenses are those as approved by the WRHA Board Chair.

Vehicle:

- 3.12 WRHA is assuming no liability to indemnify the user for any personal loss or injury, which might be sustained as a result of vehicle use. It remains the sole responsibility of the employee to provide adequate protection against risk of personal liability and property damage.
- 3.13 Reimbursement for kilometers driven shall be calculated at the set corporate kilometer rate for non-union employees and as per the Collective Agreement for union employees. The most direct travel route shall be used for the calculation. For travel between WRHA Acute and or Community sites, the most direct travel route is set out in the [Travel Grid – Hospital](#) and [Travel Grid – Community](#).
- 3.14 The WRHA does not reimburse for any expenses from the Employee's residence to their normal place of work in any circumstance unless otherwise stipulated by union contract. When traveling from home directly to a destination **other than** the normal work place (and vice versa), Employees shall identify their base rate mileage (i.e. mileage normally traveled from home to normal place of work) and claim the incremental mileage only.
- 3.15 The WRHA does not provide reimbursement for traffic and parking violations.
- 3.16 WRHA will reimburse bus fare and taxi fare if used as a mode of transportation to conduct normal WRHA business provided this method is efficient and practical. Receipts must be provided for taxi (and for bus fare if available).
- 3.17 A personal automobile may be used for out of town travel when other transportation is unavailable or it is an efficient and practical method. Reimbursement shall not exceed the amount that would have been paid if the Traveler had traveled on a commercial carrier (documentation should be provided noting what the price of a flight would have been) and shall be calculated on the corporate kilometer rate for non-union employees or as per the Collective Agreement for union employees.
- 3.18 Where Travelers elect to use a personal automobile between residence and station or airport, the Traveler may claim a kilometer allowance and parking, with the total amount allowed not to exceed the equivalent cost of taxi service.
- 3.19 Rental vehicles may be used when authorized in advance by the WRHA and this method of transportation is economical and practical. Evidence should be obtained from the rental agency showing that the vehicle is properly registered and that the agency is providing public liability insurance on the vehicle. If such evidence cannot be obtained, an alternate agency should be used.
- 3.20 Travelers are responsible for making car rental reservations using their own personal credit card. Reservations can be placed directly with the car rental agency or with the Corporate Travel Agent. A Purchase Order can be obtained if the car rental agency is willing to bill the WRHA directly.

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- 3.21 Reasonable Ground Transportation costs shall be reimbursed upon submission of an authorized Expense Claim form with original detailed receipts attached.

Parking:

- 3.22 Employees who incur parking expenses for WRHA business shall be reimbursed for such parking expenses based upon submission of original receipts. Parking expenses incurred at home sites will not be reimbursed. Meter parking shall be noted on the Car Allowance Form.

Air Travel:

- 3.23 Air Travel shall be booked through the Corporate Travel Agent. Travelers whose travel expenses will be reimbursed from Research or Trust Accounts can book their Air Travel with the Corporate Travel Agent or directly with the airline. Travelers whose travel expenses will be reimbursed through the WRHA Continuing Education Fund shall book their Air Travel directly with the airline.
- 3.24 Where an airline provides an option to the Traveler to guarantee a seat on a selected flight, (i.e. via advanced seat selection) the additional cost of this option shall be considered an acceptable expense.
- 3.25 Travelers are to travel by common carrier on the most economical flights where possible, provided that the mode of transportation chosen is the best for conducting WRHA business. Travelers should use the shortest direct route and should take advantage of special fares by booking early.
- 3.26 Travelers are eligible to participate in frequent flyer programs; membership is personal. The WRHA shall not incur additional costs to obtain frequent flyer points. There shall be no reimbursement to the Traveler if the Traveler chooses to use personal frequent points to purchase flight tickets for WRHA business travel.
- 3.27 It is the Traveler's responsibility to know the airline's non-refundable ticket policy. The purchase of cancellation insurance is at the discretion of the authorizing signatory.

Conference Registration:

- 3.28 Travelers shall have the option of booking conference registration through the issuance of a Purchase Order to the vendor or with a Cheque Requisition accompanied by a copy of the registration or by registering directly with the conference organization. Travelers registering directly with the conference organization shall be reimbursed upon submission of an authorized Expense Claim Form after the conference date. Proof of payment from the organization shall be included with Expense Claim.

Accommodations:

- 3.29 Travelers are responsible for making hotel reservations using their own personal credit card. Reservations can be placed directly with the hotel or with the Corporate Travel Agent.

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- 3.30 An allowance of \$15 per night shall be paid to a Traveler who stays at a private residence.
- 3.31 WRHA will reimburse the Traveler for the cost of accommodations (room and taxes only). Any additional charges such as telephone and internet will be reimbursed if specifically approved on the Travel Request Approval Form. Other charges such as food and entertainment shall be the Traveler's responsibility.

Travel Accident and Health Insurance Coverage:

- 3.32 Travelers are responsible to confirm they have travel insurance in place before leaving for their trip. The onus for confirming coverage or placing coverage rests solely with the Traveler.
- 3.33 Travelers who belong to the Healthcare Employees Benefit Plan (HEBP) Group Healthcare Plan are covered for travel on vacation and business.
- 3.34 Travelers who are not part of the HEBP Group Healthcare Plan may have to arrange their own trip specific insurance coverage which will be reimbursed.

Per Diem:

- 3.35 To meet the costs of meals, laundry, valet services, gratuities and personal expenses (i.e. telephone home, etc.), the per diem allowance (no receipts required) set out in the Appendix shall apply for all Travelers.
- 3.36 Where meals are included in transportation charges or conference registration fees, the per diem rate for that meal cannot be claimed and shall be deducted from the daily per diem rate claimed.
- 3.37 In instances where a union contract allowance is paid for meals or otherwise, the allowable per diem shall be reduced by this amount.
- 3.38 Those traveling to far Northern locations (i.e., above the 53rd parallel) may claim either: the regular per diem plus an additional \$5 or actual reasonable expenses, supported by original receipts.
- 3.39 For travel by common carrier, the per diem shall begin one hour before the scheduled time of departure of the carrier, and shall end one hour after the actual arrival of the carrier at the conclusion of the trip.
- 3.40 Where the Traveler is away for less than 24 hours the per diem allowance shall only be paid for meals worked through, as set out in the Appendix.

4.0 PROCEDURE:

- Out of Town Travel Authorization Process – Please contact your Accounts Payable representative.
- Local Travel Process – Please contact your Accounts Payable representative.

5.0 REFERENCES:

- Corporate Travel Agent Contract
- Industry Relationships Policy (#10.00.110)

Policy Contacts: Terry Pratt, Acting Divisional Director Financial Reporting;
Diane Kuz, Acting Director Accounting Operations;
Linda Mallen, Accounts Payable Supervisor.

APPENDIX Per Diem Allowance

Per Diem Rates (no receipts required):

Meals	Hours (Claim only if traveling during noted times)	Canada (Below 53rd Parallel)	Canada (Above 53rd Parallel)	U.S. (U.S.\$)
Breakfast	7 – 9 a.m.	10	12	10
Lunch	11 a.m. – 1 p.m.	13	14	13
Dinner	5 – 7 p.m.	27	29	27
Incidentals	For every 24 hour period away	10	10	10
Per Diem		60	65	60

Meals – Traveling time must include the Hours noted in order to claim the meal.

Incidentals – Travelers must be away for 24 hours in order to claim.

Refer to WRHA INSITE – Finance or a specific site’s Intranet to obtain a copy of Finance forms
<http://home.wrha.mb.ca/finance/index.php>