

## Administrative Policy Manual

### Title: Expense Reimbursement

<b>Women's College Hospital</b>		<b>Policy No:</b>	1.80.002
<b>Title</b>	Expense Reimbursement	<b>Original:</b> (mm/dd/yyyy)	11/01/2010
<b>Category</b>	Administrative	<b>Reviewed:</b> (mm/dd/yyyy)	11/27/2012
<b>Sub-category</b>	Expenditures	<b>Revised:</b> (mm/dd/yyyy)	03/01/2011
<b>Issued by:</b>	Chief Financial Officer		
<b>Approved by:</b>	Senior Executive Team		

Women's College Hospital Intranet document is considered the most current.

### Policy Statement:

Women's College Hospital (Hospital) will reimburse employees, physicians, volunteers and Board members (staff member) for expenses incurred in the performance of Hospital duties. This policy should be read in conjunction with the Guidelines included as Appendix 1.

The Hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.

Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by an original itemized receipt accompanying the claim. Costs incurred for alcoholic beverages will not be reimbursed.

The Hospital will provide at its cost, or provide reimbursement to the staff member for reasonable and convenient travel, living accommodation (cost of travel, meals and lodging) and other miscellaneous expenses that are incurred by the employee in order to conduct business away from the hospital. An estimate of total travel costs should be approved in advance by the appropriate Vice President.

The mode of transportation chosen in attending to business away from the Hospital should enable the staff member to attend to hospital business with the least cost to the hospital while taking into consideration the length of time away from the workplace and disruption to the staff members personal and business schedules.

Personal vehicles used on hospital business will be reimbursed using the current approved allowance per kilometer. When calculating the total kilometers of a trip that originates from the employee's home, the normal distance driven to the Hospital should be excluded. Personal vehicles must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the *Insurance Act*. The hospital assumes no financial responsibility for privately owned vehicles.

Travel with others (i.e. spouse), including meals and cancellation fees, are not the responsibility of the Hospital and must be paid for by the staff member. If while travelling on approved Hospital business the staff member elects to engage in matters of personal business or interest, the additional costs incurred are to be met by the staff member.

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The Hospital reserves the right to alter an employee's travel plans, and accordingly, accept any cancellation charges related to the staff member.

In the event that travel is cancelled, any amounts refunded to the individual for which the staff member has been reimbursed by the Hospital, must be repaid to the hospital within thirty days of such cancellation.

All expenses, including tickets/E-tickets and boarding passes must be supported by original itemized receipts in order to receive reimbursement.

Amounts up to \$50.00 may be reimbursed from Petty Cash. All Petty Cash requests must have supporting documentation – receipt or invoice and be signed by the staff member and authorized by their immediate supervisor [*See Petty Cash Policy*]. All other reimbursements require completion and submission of a cheque requisition with supporting documentation – receipt or invoice and be signed by the staff member and authorized by their immediate supervisor (*See Signing Authority Policy*).

An advance for reimbursable expenditures will generally not be given. Individual circumstances may be considered by the Chief Financial Officer.

This policy and associated guidelines are posted on the Women's College Hospital public website.

## References:

Signing Authority Policy

Petty Cash Policy