

5.6 TRAVEL ARRANGEMENTS, MEALS & MISCELLANEOUS EXPENSES

5.6.1 POLICY:

Travel, meal and miscellaneous costs arising from Agency business or training will be reimbursed and/or advanced to employees, Alternative Care Providers, and volunteers, upon approval of the appropriate management staff, according to the established rates of reimbursable expenses. (see "Travel Arrangements, Meals and Miscellaneous Expenses for Board Members" in Board Reference Manual) Related Policies/Procedures

- Credit Cards;
- Signing Authorities/Approval Limits;
- Road Transportation;
- Travel Outside of Jurisdiction;
- Use of Personal Vehicle, Use, Operation and Maintenance of Vehicles.

All expenses for travel, meals and miscellaneous expenses must be submitted to the Finance Department for reimbursement within 30 days.

5.6.2 PROCEDURES:

A. TRAVEL ARRANGEMENTS

- a. The appropriate level of authority must be pre-approved for all business travel and documented on a Pre-Trip Approval form.
- b. Travel less than 200kms round trip and involving no overnight stay does not require pre-authorization.
- c. Pre-authorization for the manager is required for travel not considered routine.

B. RESERVATIONS PROCEDURES

- a. All reservations for trips requiring air travel must be made through the approved travel agency. Each traveler or designated travel arranger will be responsible for coordinating his/her travel arrangements, obtaining confirmation numbers and ensuring proper payment is made. Employees may book flights as long as the flight costs are the same or less expensive than booking through a travel agent.

C. AIR TRAVEL

- a. *Class of Service:* all employees must travel in coach class unless they receive a free upgrade.
- b. *Lowest Available Fare:* All airline tickets must be booked at the lowest available airfare as determined by the approved travel agency. Non-refundable and non-transferable tickets are lower priced, however, are not to be purchased. These tickets place the Agency at risk of monetary loss.

- c. The flights departure or arrival time is within hours before or after the requested departure or arrival time; one stop or connecting flights should be considered if savings of \$100 or more can be achieved; employees may not specify a carrier.
- d. *Electronic Tickets (e-tickets)*; to capitalize on the cost benefits and convenience, use of electronic ticketing will be the primary method of ticketing, except multi-leg international itineraries and airlines without an electronic ticket option.
- e. *Charter or Private Aircraft*: Reimbursement for usage of charter or private aircraft requires the written permission from the Executive Director prior to incurring the expense.
- f. *Payment and Documentation*: All airline tickets must be booked with the approved travel agent or on-line. When booked with the travel agent, tickets are automatically charged to Kunuwanimano Child and Family Services and paid by the Agency. When booked on-line, tickets are to be billed to the employee and reported on their expense report for reimbursement; invoices for on-line bookings must detail taxes, services, etc.
- g. *All documentation supporting the travel costs must be submitted to the Finance Department*. Boarding passes are needed to claim the expense.

C. LODGING

- a. *Hotel Selection*: Employees must select good quality, moderately priced hotels.
- b. *Room Type*: a single room with a private bath in a moderately priced business hotel or motel is the corporate standard.
- c. *Cancellation*: All rooms will be guaranteed for late arrival. Employees must cancel the room reservation, by required deadline, if they will not need the room, to avoid a “no-show” charge. If the cancellation is made directly with the hotel, employees should request and retain a “cancellation” number as documentation of the transaction. “No show” charges are not reimbursable.

- d. *Payment and Documentation:* Lodging charges are to be billed to the employee and reported on their Expense Claim for reimbursement. The original receipt of charges and the Pre-Trip Approval form are required for documentation for reimbursement of lodging charges.
- e. Employees who stay with friends or relatives as an option to hotel/motel accommodation will be reimbursed for out of pocket expenses as approved in Addendum A per night in lieu of accommodation charges. Receipts are required for this amount which recognizes a contribution of food or a gift of hospitality.

D. MEALS

a. *Personal Meal* expenses are those incurred by employees when dining alone on an out-of-town business trip. Personal meal expenses are reimbursed when business travel exceeds two (2) hours and staff are more than one hour from their location of work, and/or for the following reasons:

- Business activity commences prior to 8:00 a.m., a breakfast allowance is paid;
- Business activity involves being away between the hours of 12:00 noon and 1:00 pm, a lunch allowance is paid (if a lunch allowance is paid, flex time may not be);
- Business activity involves being away from home after 6:00 pm, a dinner allowance will be paid; Business activity involves being away over overnight; an incidental allowance will be paid. Staff who qualify to be paid for meals and incidental expenses will be paid to the allowable limits as set by the Board of Directors.
- Combined Daily Maximum Rates as per Addendum A.

b. *Business Meal* expenses are those meals taken with clients, prospects or associates during which a business discussion takes place. Business Meals are not restricted to the same daily limits as Personal Meals. Business Meal expenses must be supported by an original itemized receipt and an Expense Claim. If the employee has an Agency credit card, those receipts are the preferred form of documentation, and employees who have corporate cards should use them to pay for expenses whenever possible. Tear Tabs receipts from the diner/restaurant, where the employee fills in the amount of the expense, will not be accepted as documentation for Business expenses.

The following information must be included on employee expense reports as support for Business Meal expenses;

- Name, title and agency of all attendees;
- Name and location of the establishment where the event took place;
- Amount and date of the expense;
- Specific business topic discussed.
- Phone Calls

When possible, avoid making phone calls from hotels that add surcharges. If the employee has been issued an Agency cell phone, it should be used for making calls within Canada.

Non Reimbursable Travel Expenses

- Hotel movies
- Alcohol
- Laundry/Dry Cleaning
- In-flight refreshments/alcohol
- Personal gifts
- Traffic and parking fines
- Personal Articles (toiletries, magazines, etc.)
- Charitable contributions
- Office supplies

E. RECIPIENTS OF HOSPITALITY

Gifts of appreciation may be accepted if token in nature, as approved and stated in Addendum A with the submission of a receipt. In all cases where hospitality is provided to agency staff or Board members, conflict of interest guidelines will prevail in determining whether such hospitality should be reasonably accepted. If in doubt, a worker should consult with their Manager.

1. APPENDIX: TRAVEL ARRANGEMENTS, MEALS & MISCELLANEOUS EXPENSES

MEALS

Combined daily maximum rates are as follows:

Breakfast	Lunch	Dinner	Incidentals
\$10.00	\$15.00	\$25.00	\$6.00 in hotel
			\$4.00 with friends/relatives

RECIPIENTS OF HOSPITALITY

Value of gifts of appreciation is up to \$30.00 is permitted.

Value of gifts of appreciation over \$30.00 requires approval by the Manager or Director of the recipient.