

Hamilton Health Sciences	Administration Manual
Posting Date: 2011-04-01	
Title: FIN & INFO – Travel & Expense Reimbursement Policy	

Applies to: All employees traveling on Hamilton Health Sciences business.

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1.0 Purpose & Expectations

To identify the policy to ensure that all Hamilton Health Sciences (HHS) Travel & Expense reimbursement is conducted in a consistent and economical manner and that the needs of the traveler are met.

The following principles and statements of scope form the basis of the Travel & Expense reimbursement Policy.

- Staff should be reimbursed for reasonable and actual expenses incurred by them when on hospital business.
- Reimbursable expenses should support program objectives of the hospital.
- Expenses should be reimbursed providing they are supported with original itemized receipts and/or documentation.
- Expense reports that do not comply with policies and procedures may be returned to the staff member and not processed until corrected.
- Expense reports should be submitted in a timely manner. Typically, mileage is to be submitted no latter than 90 days after the event, travel should be submitted within 30 days from the return from the trip and all other expenses no longer than one calendar year. Any expenses submitted past the accepted timeframe may not be reimbursed and an explanation indicating reasons for the delay in submission should accompany the request for reimbursement.
- Staff should aim to make the most practical, economical and reasonable arrangements for travel, meals, and corporate expenses.
- Staff expenses should be approved by the appropriate supervisor (i.e. director, vice president, president).

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- No individual should approve his or her own expenses, or that of a subordinate that has paid for travel, meal, etc., expensed to the supervisor's benefit.
- The person approving the expense report is responsible to ensure all claims are correct, reasonable and in accordance with the expense policy.

2.0 Forms

EMPLOYEE MILEAGE / KM REIMBURSEMENT FORM:

This form is only to be used for approved:

- Employee mileage/KM driven
- Parking expenses incurred

EMPLOYEE EXPENSE REIMBURSEMENT FORM:

This form is to be used for approved:

- Travel costs such as airfare, hotel, meal expenses, and registration fees
- All other non-travel related expenses as outlined in the Signing Authorization Policy

CHEQUE REQUISITION FORM:

This form is to be used for approved:

- Advances as described in section 3.1.3 of this policy
- Payment of Non Purchase Order Invoices
- Non HHS Employee Reimbursements
- Contract/Shift Work or Purchased Services
- Other Payment Requests as outlined in the Signing Authorization Policy

3.0 Policy Statements

3.1 Administration and Control

3.1. Authorization:

1

- All overnight travel, including the type of transportation and accommodation, is to be authorized in advance by the employee's immediate supervisor, or above.
- The employee's immediate supervisor, or above, must verify expenditures to original itemized receipts, review mileage for reasonability and approve a HHS Reimbursement Form discussed in 2.0 before reimbursement.
- The lowest level of authorization is Department Supervisor. The approval must come from an authorized signatory as defined in the signature authorization policy. They are responsible to ensure the correct account coding is utilized.
- No person authorizes any expense that may confer a benefit on that same person.

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3.1. **Travel & Expense Reimbursement Claim:**

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- For overnight travel, a Travel Expense Claim is submitted on a HHS Reimbursement form, as soon as possible after completion of travel. In all cases, claims are to be submitted no later than 30 calendar days after the end of the month in which the travel occurred.
- All claims are paid by direct deposit into the employee's bank account. Managers authorizing expense claims are responsible for ensuring that reimbursements are not sought for amounts less than \$10.00, or more than once per month (unless there are unusual circumstances.)

3.1. **Travel Advances:**

3

- Employees are provided with a travel advance to cover expenses only where the expenses cannot be paid directly by HHS or that cannot be purchased using a personal credit card.
- An advance is like an IOU. The employee must provide all relevant documentation in order to clear the advance. This may include a boarding pass, itinerary, and other items as would normally be found in a employee reimbursement form.
- An advance is requested using a Cheque Requisition and must be requested at least two weeks prior to departure. Authorization for an advance must be provided by the employee's immediate supervisor, or above. The lowest level of authorization is Department Head or Director.
An advance is paid in Canadian Dollars.
- Advances are provided by direct deposit into the employee's bank account.
- Advances less than \$200.00 are not considered.

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3.1. **Out of Province/Country Medical Insurance:**

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HHS's insurance company covers both collision and liability for travel within Canada.

Collision is covered by the HHS insurance broker for travel outside of Canada. HHSC liability insurance will only cover if any subsequent lawsuit is tried in Canada.

Staff are permitted to purchase personal accident insurance for rental vehicles outside of Canada.

Only pre-approved insurance expenses will be reimbursed.

3.1. **Receipts:**

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- Original itemized/detailed receipts must be attached to the Travel & Expense Reimbursement claim forms to support all expenditures including detailed hotel room service and restaurant receipts.
- To avoid possible future duplicate claims, debit receipts are not acceptable for submission except to show the final cost with tips.
- The preferred method of claiming for mileage is through the submission of a map quest trip plan for the most direct route.
- Air travel reimbursements must be supported by original boarding passes and or a copy of the-electronic boarding pass.
- Under no circumstances will a credit card statement be accepted in lieu of original receipts. Submitting credit card statements can only be useful in providing exact conversion rates relating to international expenses. Every effort should be taken to submit the detailed receipt and not just the proof of payment chit.
- Failure to attain adequate receipts will necessitate a separate request to have the expense justified as reasonable at the discretion of the CFO after the exception request has been authorized by the department Director or VP. These exception requests will be made through the Accounts Payable Coordinator as they arise.

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3.1. **Monitoring:**
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- Department heads or directors authorizing Travel & Expense Reimbursement Claims are responsible for ensuring these policies are adhered to prior to submitting to the Financial Services Department . This includes verification of account numbers, as well as a critical review of the detailed activities and receipts.
- The Financial Services Department is responsible for returning unsupported payment requests and Travel Expense Claims, which do not comply with this policy.

3. Transportation
2

3.2. **General:**
1

- Transportation used is based on cost and practicality. Flexibility is exercised to meet the needs of employees.
- The cost of life insurance is not reimbursed.
- Cancellation insurance is not to be purchased. HHS assumes this risk.

3.2. **Air:**
2

- The standard is economy class. Whenever available, discount rates, reduced fares and charters are to be selected instead of full fare economy.
- Accepting the lowest fare on any airline departing within two hours of the desired departure time is the norm, provided these times meet the traveler's needs.
- Business class may be used for:
 - flights that are 6 or more continuous hours in length;
 - flights that qualify for night fares (red eyes) provided that the next day is a business day or the night fare is not greater than full fare economy.
- Flights are booked as far in advance as possible since early bookings can result in significant savings.
- Pursuant to 3.1.5, Air travel reimbursements must be supported by original boarding passes and or a copy of the-electronic boarding pass.

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3.2. **Train:**
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- The standard is coach class.
- A higher class may be used for trips that are 6 or more continuous hours in length.
- Pursuant to 3.1.5, Reimbursement is made only by original receipt of payment.

3.2. **Taxi:**
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- Taxis may be used when the use of public transit, airport service or private vehicle is not feasible.
- Pursuant to 3.1.5: Reimbursement is made only by original receipt of payment.

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3.2. **Private Vehicles**

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- Employees are paid the prevailing kilometric rate when using their vehicles for HHS business. These rates are subject to periodic review. Rates agreed to in Collective Agreements will supersede the corporate allowance. A list of established kilometers and dollars to be claimed for travel between various sites can be found as Appendix "A". In all cases, claims are to be submitted no later than 90 calendar days after the end of the month in which the travel occurred.
- The cost of transportation between an employee's residence and any of HHS sites is not reimbursed. Employment contracts should not contain allowances for mileage reimbursements from an employee's home to their workplace. Where required, and approved, a gasoline allowance is the preferred method of reimbursement. When travel begins at the employee's residence and is not to one of HHS sites, the distance reimbursed is the distance from HHS to the travel destination or from the employee's residence to the travel destination, whichever is less.
- The preferred method of claiming for mileage is through the submission of a map quest trip plan for the most direct route from which ever starting point is closer, your home or your place of employment.
- Parking at any HHS site is not reimbursed. Staff traveling regularly between sites may request a multi-site transponder. With effect from April 1, 2004, no reimbursement for parking costs incurred through standard payroll deductions will be made. HHS staff are responsible for the cost of parking.
- Parking vouchers which are available for purchase by department managers are intended for use by visitors and by HHS employees traveling infrequently between sites for meetings to cover parking costs. Staff required to travel on more than 2 occasions per month must request multi-site transponders. Taxi travel used as an alternative will not be reimbursed.
- Where parking costs are incurred by staff as part of travel to off-site locations for work-related purposes, all requests for reimbursement must be accompanied by the original receipt. Reimbursement for use of coin operated meters not providing a receipt will be considered on an exception basis.
- Car-pooling is to be used whenever practical.
- Employees using their vehicles for hospital business are responsible for ensuring that they have appropriate insurance coverage including an adequate amount of coverage for business use. A minimum of \$1 million liability coverage is recommended.
- Deductibles are not reimbursed.

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3.2. **Rental Vehicle:**

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- The use of a rental vehicle is justified based on cost and practicality of alternatives. Hotel shuttles, airport service and taxis are considered first.
- The standard is mid-sized. Full-sized vehicles may be justified after considering such items as the number of passengers, amount of goods to be carried and the physical needs of the employee. Corporate or special rates are to be sought.
- Collision damage waiver (CDW) insurance is not required since HHSC has this coverage through its insurance provider. The cost of personal accident insurance (PAI) is not reimbursed.
- Cars are returned with a full tank of gas. Additional charges related to not filling the tank will not be reimbursed.
- Pursuant to 3.1.5: Reimbursement is made only by original receipt of payment.

3.2. **Public Transportation:**

7

- Receipts must be attached to the Travel Expense Claim.

3.3 **Accommodations**

3.3. **General:**

1

- The type and location of accommodations is based on cost and practicality. Flexibility is exercised to meet the needs of employees.
- Employees are reimbursed actual and reasonable accommodation expenses incurred on HHS business. Entertainment costs are not considered reasonable expenses. It is the employee's responsibility to confirm with their manager what will constitute reasonable expenses in most cases personal phone calls and Internet use will be denied.

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- Shared accommodation is not required.
- Under normal circumstances, accommodations are not necessary for destinations within a 100 kilometer radius of Hamilton city centre or the employee's residence. In exceptional circumstances, an employee may have a need to stay overnight. Exceptional circumstances may include:
 - situations where travel is considered unsafe;
 - where a conference exceeds two days; or
 - where evening sessions are part of the conference schedule.
 - If the conference exceeds a day and the second day starts early (eg. 8 am)

3.3. **Hotels and Motels:**

2

- Moderately priced accommodations are to be used. The single occupancy room rate for a standard room is the norm. Corporate or special rates are to be sought.
- It is recognized that certain circumstances (e.g. conferences) may influence which hotel is used.
- Employees sharing accommodations with non-employees (e.g. spouses) are responsible for paying the difference between single and double rates.
- Charges incurred as a result of not canceling a hotel reservation are the responsibility of the employee.

3. **Meal Allowances**

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3.4. **Meals**

1

- Employees on overnight travel are reimbursed for meals as follows:
- For part days of travel, reimbursement is made for each meal, up to the maximum daily amount indicated in Appendix "B";
 - For full days, reimbursement is made to a maximum daily amount, as indicated in Appendix "B",
 - There are no per diem meal allowances, all reimbursement requests must be accompanied by original detailed receipt. Payment will not be made for costs in excess of the daily amount.
- On travel days, breakfast is reimbursed if the time of departure is two hours prior to regular work hours. Dinner is reimbursed if return time is two hours after regular work hours.

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- Reimbursement requests without receipts will not be processed.
- Meals are not reimbursed when:
 - there is no overnight stay involved; or
 - it is possible or practical for the employee to provide their own meals
 - meals are provided by a carrier;
 - meals are included in the conference registration fees or accommodation costs.
- Additional costs associated with room service are not reimbursed.
- Meals while entertaining guests or staff
 - Names of guests and reason for the event must be provided
 - Original itemized bill must be requested and submitted with the reimbursement
 - Credit card slips do not constitute a receipt.
 - Alcoholic drinks are not reimbursable

3.4.2 Expenses Not Reimbursed

- The following list of expenses are not reimbursable:
 - Annual fees or finance charges for personal credit cards, with the exception of CIBC Visa cards issued to HHSC staff, in care of HHS.
 - Lost baggage;
 - Lost or stolen personal property;
 - Movie and drink charges;
 - Personal entertainment including drinks with co-workers;
 - Snacks or other meals outside of breakfast, lunch or dinner;
 - Mini-bar charges;
 - Video rentals;
 - Baby-sitting.
 - Hotel expenses incurred because of failure to cancel reservation
 - Reimbursement of meal and hospitality expenses for consultants and other contractors.
- The following list is intended to clarify expenses which are not reimbursable regardless of who is the recipient of the benefit:
 - Alcohol in any form
 - Gift certificates for LCBO, Beer store or any alcohol related vendors,
 - The V.P. Finance & CFO has been given the authority to approves these types of exceptions to the policy given adequate justification for the expense.

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3.5 Other Travel Situations:

3.5.1 Extended Stay:

Employees may wish to extend the duration of a trip and reduce the cost of airfare. This practice is acceptable as long as the transportation savings are greater than the increased costs of accommodation and meals.

3.5.2 Spousal Travel:

Spouses and common-law partners may travel with employees. However, no costs associated with that travel are reimbursed.

3.5.3 Travel Outside North America

Actual meal expenses are reimbursed.

3.6 Hospitality Expenses:

3.6.1 Rules

- Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario.
- Functions involving only people who work for the government of Ontario are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by the Broader Public Sector (BPS) Directive: OPS employees, agency/organization employees, appointees or consultants.

3.6.2 Expenses not Reimbursed

- Expenses that do not fit the definition of government hospitality will not be reimbursed. Examples of such expenses would be: office social events, retirement parties and holiday lunches.

3.6.3 Allowable Hospitality Expenses

Hospitality may be extended in an economical and consistent manner when it can facilitate government business; and it is considered desirable as a matter of courtesy or protocol.

Examples Include:

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Engaging in discussion of official public matters with, or sponsoring formal conferences for:

- representatives from other governments;
- the broader public sector;
- business and industry;
- public interest groups; or
- labour groups;
- providing people from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
- honouring distinguished people for exceptional public service in Ontario;
- conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
- the business of the agency/organization includes hospitality functions; and
- other hospitality functions as approved by the Deputy Minister or CEO, providing they conform to the rules listed in this section of the Directive.

4.0 Documentation

None

5.0 Definitions

Receipt – An original document, or carbon or certified copy, with details of the expenditure, the amount, the date indicating proof of payment.

Authorization- The approval of an expense reimbursement and business travel claim by the appropriate person with adequate signing authority. Generally, authorization requires the immediate supervisor's approval as long as the expense claim amount is within their signing limit. See Signing Authority Policy for approval limits.

6.0 Cross References

None

[FIN & INFO - FORM - Cheque Requisition - For Requisitions Effective April 1 2011 and onward](#)

[FIN & INFO - FORM - Employee Mileage Km Reimbursement - For Reimbursement Effective April 1, 2011 and onward](#)

[FIN & INFO - FORM - Employee Reimbursement - For Reimbursements Beginning April 1, 2011 and onward](#)

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[FIN & INFO - Payment Processing – Alternative Funding Agreements](#)

[FIN & INFO - Payment Processing For Discount Vendor Invoices](#)

[FIN & INFO - Payment Processing Policy](#)

[FIN & INFO - Payment Processing via Electronic Funds Transfer Policy](#)

7.0 Developed By

Financial Services Department
Human Resources

8.0 Approved By

Vice President Human Resources
Vice President Finance & CFO

9.0 Posting Dates

Initial Posting Date: 2008-04-29

Review/Revision Posting Date: 2010-09-01

10.0 Appendices

Appendix A: Kilometer Rates

Appendix B: Maximum Daily Amount

Keyword Assignment	FIN & INFO; reimbursement; mileage; expense; transportation; kilometer; KM; finance; accounts payable
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10. Appendices

Appendix A: Kilometer Rates

SITE to SITE	Distance in Km One Way	Cost @ \$.44 per Km	Distance in Km Round Trip	Cost Round Trip @ \$.44 per Km
Hamilton General - St. Joseph's Hospital	4.8	\$2.11	9.60	\$4.22
Hamilton General - Henderson	5.4	\$2.38	10.80	\$4.75
Hamilton General - McMaster	7.7	\$3.39	15.40	\$6.78
Hamilton General - Chedoke	9.4	\$4.14	18.80	\$8.27
Hamilton General - Mohawk College	5	\$2.20	10.00	\$4.40
Hamilton General - St. Peter's	3.7	\$1.63	7.40	\$3.26
Hamilton General - Oakville Warehouse	30	\$13.20	60.00	\$26.40
Henderson - St. Joseph's Hospital	2.6	\$1.14	5.20	\$2.29
Henderson - Hamilton General	5.4	\$2.38	10.80	\$4.75
Henderson - McMaster	9.3	\$4.09	18.60	\$8.18
Henderson - Chedoke	8.7	\$3.83	17.40	\$7.66
Henderson - Mohawk College	4.3	\$1.89	8.60	\$3.78
Henderson - St. Peter's	5.2	\$2.29	10.40	\$4.58
Henderson - Oakville Warehouse	38.7	\$17.03	77.40	\$34.06
Henderson – Joseph Brant Memorial Hospital	17.6	\$7.74	35.20	\$15.49
Henderson – Groves Memorial Hospital	76.6	\$33.70	153.20	\$67.41
Henderson – West Lincoln Memorial Hospital	29.5	\$12.98	59.00	\$25.96
McMaster - St. Joseph's Hospital	5.8	\$2.55	11.60	\$5.10
McMaster - Hamilton General	7.7	\$3.39	15.40	\$6.78
McMaster - Chedoke	10.9	\$4.80	21.80	\$9.59
McMaster - Henderson	9.3	\$4.09	18.60	\$8.18
McMaster - Mohawk College	15.3	\$6.73	30.60	\$13.46

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SITE to SITE	Distance in Km One Way	Cost @ \$.44 per Km	Distance in Km Round Trip	Cost Round Trip @ \$.44 per Km
McMaster - St. Peter's	9.5	\$4.18	19.00	\$8.36
McMaster - Oakville Warehouse	30	\$13.20	60.00	\$26.40
Chedoke - St. Joseph's Hospital	4.8	\$2.11	9.60	\$4.22
Chedoke - Hamilton General	9.4	\$4.14	18.80	\$8.27
Chedoke - Henderson	8.7	\$3.83	17.40	\$7.66
Chedoke - McMaster	10.9	\$4.80	21.80	\$9.59
Chedoke - Mohawk College	4.4	\$1.94	8.80	\$3.87
Chedoke - St. Peter's	9.1	\$4.00	18.20	\$8.01
Chedoke - Oakville Warehouse	30	\$13.20	60.00	\$26.40
St. Peter's - St. Joseph's Hospital	5.1	\$2.24	10.20	\$4.49
St. Peter's - Hamilton General	3.7	\$1.63	7.40	\$3.26
St. Peter's - Henderson	5.2	\$2.29	10.40	\$4.58
St. Peter's - McMaster	9.5	\$4.18	19.00	\$8.36
St. Peter's - Chedoke	9.1	\$4.00	18.20	\$8.01
St. Peter's - Mohawk College	4.7	\$2.07	9.40	\$4.14
St. Peter's - Oakville Warehouse	33.7	\$14.83	67.40	\$29.66
Oakville Warehouse - St. Joseph's Hospital	30	\$13.20	60.00	\$26.40
Oakville Warehouse - Henderson	38.7	\$17.03	77.40	\$34.06
Oakville Warehouse - Hamilton General	30	\$13.20	60.00	\$26.40
Oakville Warehouse - McMaster	30	\$13.20	60.00	\$26.40
Oakville Warehouse - Chedoke	34.2	\$15.05	68.40	\$30.10
Oakville Warehouse - Mohawk College	34.4	\$15.14	68.80	\$30.27
Oakville Warehouse - St. Peter's	33.7	\$14.83	67.40	\$29.66
St. Joseph's Hospital - Hamilton General	4.8	\$2.11	9.60	\$4.22

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SITE to SITE	Distance in Km One Way	Cost @ \$.44 per Km	Distance in Km Round Trip	Cost Round Trip @ \$.44 per Km
St. Joseph's Hospital - Henderson	2.6	\$1.14	5.20	\$2.29
St. Joseph's Hospital - McMaster	5.8	\$2.55	11.60	\$5.10
St. Joseph's Hospital - Chedoke	4.8	\$2.11	9.60	\$4.22
St. Joseph's Hospital - Mohawk College	0.4	\$0.18	0.80	\$0.35
St. Joseph's Hospital - St. Peter's	5.1	\$2.24	10.20	\$4.49
St. Joseph's Hospital - Oakville Warehouse	30	\$13.20	60.00	\$26.40
Mohawk College - St. Joseph's Hospital	0.4	\$0.18	0.80	\$0.35
Mohawk College - Hamilton General	5	\$2.20	10.00	\$4.40
Mohawk College - Henderson	4.3	\$1.89	8.60	\$3.78
Mohawk College - McMaster	15.3	\$6.73	30.60	\$13.46
Mohawk College - Chedoke	4.4	\$1.94	8.80	\$3.87
Mohawk College - St. Peter's	4.7	\$2.07	9.40	\$4.14
Mohawk College - Oakville Warehouse	34.4	\$15.14	68.80	\$30.27

The above mileage is based on parking lot to parking lot with the addition of 2/10ths Km per trip to allow for exiting parking lot, and finding of parking place.

All mileage is based on the most direct route (main arteries) and does allow for short cuts ie. side streets, etc.

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Appendix B: Maximum Daily Amount

Travel in Canada:

Maximum Allowance per Meal	Breakfast	\$11.00
	Lunch	\$11.00
	Dinner	<u>\$28.00</u>
Maximum Daily Amount:		\$50.00

Travel in U.S.A.:

Rates are the same as in Canada but paid in US funds converted to Canadian funds.

Travel Outside North America:

Actual meal expenses are reimbursed.

Detailed Receipts are required for all meal expenses submitted for reimbursement.