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Title: **FIN & RES – Expense Reimbursement Policy**

Applies to: HHS Staff, Physicians, Volunteers, Principal Investigators conducting research at HHS and Board Members

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1.0 Purpose

- 1.1** Hamilton Health Sciences Corporation is committed to the responsible use of the organization's resources and taxpayer dollars. It is recognized that staff, physicians, volunteers, principal investigators conducting research at HHSC, HHSC board members, consultants and contractors will occasionally incur expenses related to hospital business.

For the purpose of this policy, approvers have the administrative authority to make decisions and choices, while maintaining compliance with this policy. All decisions made under this policy should be taken very seriously.

- 1.2** To outline travel, meal, and hospitality expenses that are eligible and ineligible for reimbursement

2.0 Policy

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The Hospital reimburses the cost of authorized travel, meal, and hospitality expenses, provided that the expenses submitted are:

- Related to supporting HHSC strategy and objectives;
- In compliance with Hospital Procedures and Policies (please refer to this policy and other cross-referenced procedures and policies);
- Appropriately authorized in advance;
- Reasonable;
- In alignment with any applicable legislated requirements (i.e. Broader Public Sector Accountability Act (“BPS”). If other applicable guidelines are more restrictive than the policy language, those requirements shall supersede this policy.

Business expenses incurred outside of travel, meals, and hospitality should be purchased through standard HHSC procurement processes, as per the [Procurement Handbook](#).

The substance of this policy applies to all travel, meals, and hospitality expenses regardless of the method of payment (i.e. expense reimbursement or directly invoiced to HHSC).

3.0 Approval

3.1 Expenses must be approved by a cost centre approver (“approvers”), provided that they are at least one level higher than the person claiming the expense and have the authority to approve the expense based on the Approval Authority Schedule (“AAS”).

3.1.1 Approvers are prohibited from approving their own expenses directly or indirectly. Approvers may not approve an expense for a function where they were in attendance; as such the most senior person in attendance should pay where possible and be reimbursed.

3.1.2 The Board Chair will approve the expense submissions of Board Members and the CEO.

3.1.3 The Manager of Research Finance will approve the expenses of principal investigators (“PI”) who are not employees of HHSC. The approval is limited to ensuring the expense is within policy and does not include the other responsibilities of the approver as outlined in 2.2.3.

3.2 Responsibilities & Accountability Framework

3.2.1 As a public institution that aims to use its resources as effectively as possible, all individuals must exercise discretion, integrity, and care while incurring or approving business expenses.

3.2.2 The person claiming the expense is responsible to:

- Ensure the expense is required and complies with hospital policy prior to incurring it
- Choose the most economical options where possible
- Submit their expense claim no later than 120 calendar days after the end of the month in which the expense occurred
- Attach [appropriate supporting documentation](#) to each claim
- Notify Finance of any changes in their banking information
- Repay the Hospital for any overpayment due to error, ineligibility, or cancellation resulting in a refund of an expense claim

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- Ensure credits (transportation, accommodation, etc.) that are received due to changes or cancellation are used for subsequent HHSC related travel, and not used for personal use unless repaid to HHSC
- Submit any claims for expenses prior to terminating employment relationship with HHSC (applicable if leaving employment with HHSC)

3.2.3 The Approver is responsible to:

- Employ good judgment and knowledge of the situation
- Exercise discretion and consider whether the request is:
 - Able to stand up to audit and public scrutiny
 - Proper use of funding and consistent with terms of contract
 - Properly explained and documented
 - Fair and equitable
 - Reasonable
 - Appropriate
- Ensure the expenses comply with the principles and mandatory requirements set out in this policy and the Broader Public Sector Expense Directive
- Ensure there is appropriate supporting documentation attached to each claim, if not, request the inclusion of additional supporting documentation to substantiate the claim

3.2.4 Financial Services/Research Finance is responsible to:

- Provide information on how to request an expense reimbursement through the [Travel and Expense Reimbursement Website](#) (Fund 1,2,3,5,7) or the [Financial Services Website](#) (Fund 6)
- Delete incomplete or unapproved claims greater than 1 year old
- Follow up on or reject unsupported or ineligible expense claims if deemed appropriate

3.3 Supporting Documentation

3.3.1 Original, scanned, itemized receipts must be attached to each claim except in the case of [per diems](#) or [metered parking](#). Scanned receipts must be clear and legible. Credit card statements, credit card receipts, bank statements or “paid” notices are **NOT** acceptable.

Supporting documentation must indicate the business purpose of the claim.

3.3.2 If the original, scanned receipt is not available, refer to [3.5 Exceptions](#).

3.3.3 Additional supporting documentation also includes written exception, where applicable, as outlined in [3.5 Exceptions](#).

3.4 Ineligible Expense Claims

[Appendix – List of Ineligible Expenses](#) includes a non-exhaustive list of expenses which will **NOT** be reimbursed by the Hospital.

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3.5 Exceptions

Policy exceptions must be approved in accordance with the following table. When exception approval is obtained, it must be separate from the standard approval under [3.0 Approval](#), approvers must be aware that they are approving an exception and they may not approve an exception that contradicts the BPS Expense Directive. The claimant is responsible to provide a written explanation of the exception to provide the approver with adequate information for review.

Nature of exception	Approver
Claims greater than 120 days old	Department Director
Inadequate support	Manager of Financial Services/Research Finance
No support	Under \$1k – Director of Financial Services/ Research Finance Over \$1k - Deputy CFO
Policy exception – based on collective or employment agreement	Supporting agreement attached – no approval required Agreement expired or unavailable - Manager of Financial Services/Research Finance
All other policy exceptions	Under \$1k - Department VP Over \$1k - Department VP and Deputy CFO

4.0 Travel and Transportation

- In order to use resources as effectively as possible, teleconferences and video conferencing should be used when appropriate. Selecting the most economical method of travel and taking advantage of discounts is mandated.
- Spouses and common-law partners may travel with employees. However, no costs associated with their travel, including meals, are reimbursed.
- When personal travel is combined with business travel, only the employee's portion of business related expenses will be eligible for reimbursement.

4.1 Air and Train

4.1.1 Economy (coach) class is the standard option for your ticket purchase.

4.1.2 Travel in business class is only eligible for international travel that are 5 or more continuous hours in length.

4.1.3 Individuals may wish to extend the duration of a trip in order to reduce the cost of airfare or other transportation costs. This practice is acceptable as long as the transportation savings are greater than the increased costs of accommodation, meals and other travel expenses.

4.2 Taxi, Public Transportation and Ridesharing Services

4.2.1 Reasonable expenditures for taxis, public transportation, or ridesharing services to and from airports, railway stations, hotel locations, and meeting places are reimbursable.

4.2.2 Individuals who could make use of their private automobile to travel between HHS sites may not use taxis, public transportation or ridesharing services for these trips.

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4.3 Private Automobile

- 4.3.1 Travel by private automobile may be necessary to save time, or to reduce costs when a number of persons are traveling together. Reimbursement to the driver is calculated by applying the kilometer rate in [Appendix – Kilometer Rates](#) to the actual driving distance by the most direct route.
- 4.3.2 Actual driving distances, other than those listed in [Appendix – Kilometer Rates](#) must be supported using a reliable online source (e.g. Google Maps).
- 4.3.3 Car-pooling is to be used whenever practical.
- 4.3.4 The cost of transportation between an employee's residence and any HHSC site is **NOT** reimbursed.
- 4.3.5 When travel originates at an employee's personal residence, they should claim the actual mileage incurred for their trip(s), less the mileage that would normally be incurred between their residence and their HHS [home site](#).
- 4.3.6 Parking at any HHS site is **NOT** reimbursed.
- Staff traveling regularly between sites must request a multi-site transponder. HHSC staff are responsible for the cost of parking.
 - Department managers can email parkingoffice@hhsc.ca to purchase parking vouchers that are intended to cover parking costs for visitors and HHS employees traveling infrequently between sites for meetings.
- 4.3.7 When use of a parking meter is required and receipts are unavailable, the expense will be reimbursed up to a maximum of \$4.
- 4.3.8 The use of toll highways, including Highway 407 (ETR), will be reimbursed if used for eligible business travel. Personal travel toll charges will not be reimbursed. Highway 407 (ETR) monthly transponder charges are **NOT** eligible for reimbursement.
- 4.3.9 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.
- Insurance deductibles and premiums are **NOT** reimbursed. Claims for damages as a result of a motor vehicle collision or damage while on HHS property are **NOT** reimbursed.

4.4 Automobile Rental

- 4.4.1 Reasonable expenditures for vehicle rental are reimbursable.
- 4.4.2 Mid-size vehicles are the standard rental option. Full-sized vehicles may be justified after considering the number of passengers or the amount of goods to be carried. Luxury or sports cars will not be reimbursed.
- 4.4.3 Collision insurance is **NOT** reimbursable for automobile rentals within Canada. HHS's insurance policy covers physical damage to a rented vehicle if being used for HHS business purposes to a limit of \$100,000 for any one incident. HHS's insurance policy does not provide liability insurance coverage and it is recommended that HHSC employees obtain liability insurance coverage offered by the rental company in the name of HHSC. To ensure HHS employees have suitable insurance coverage when renting a vehicle outside Canada, they should obtain collision and liability insurance, or their equivalents, in that jurisdiction from the rental company. Only pre-approved insurance expenses will be reimbursed.

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4.5 Accommodation

Travelers should use standard and moderately priced accommodation whenever possible. 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 occupancy rates. Charges incurred as a result of not canceling a hotel reservation are the responsibility of the employee.

Shared accommodation is **NOT** required.

Under normal circumstances, accommodations are not necessary for destinations within a 100 kilometer radius of Hamilton city centre. In exceptional circumstances, an individual may have a need to stay overnight. Exceptional circumstances may include:

- situations where travel is considered unsafe
- where a conference exceeds two days
- where evening sessions are part of the conference schedule, or
- if the conference exceeds a day and the second day conference agenda starts early (e.g. 8 am)

4.6 Individual Meals

4.6.1 A per diem allowance may only be claimed in an instance where an employee is required to travel overnight, out-of-town for business or training purposes and pay for their own meal(s) during that time.

4.6.2 The breakdown of per diem rates can be found in [Appendix – Per Diem Rates](#). The daily amount of the per diem is to be based on the travel location and is to be claimed according to the meal breakdown if the travel is not a full day.

4.6.3 Receipts are not required for individual meals as the per diem allowance will be claimed in lieu of restaurant receipts. Individual meals will **NOT** be reimbursed for receipts in excess of per diem amounts.

4.6.4 All individual meal per diem claims must be described in detail (date of event, purpose of event, which meals are being claimed based on timeframe of event and benefit attained by attending the event).

4.6.5 Claims for meals that include multiple attendees would fall under the [4.7 Catering and Group Meals](#) or [4.8 Hospitality](#) guidelines.

4.7 Catering and Group Meals

4.7.1 Catering services and group dining is expected to be initiated by a manager or above.

4.7.2 Catering services and group dining can be provided for meetings if reasonably required due to the length of the event and if the meeting takes place during meal times or during personal time (i.e. before and after regular business hours). Where possible, meetings during personal/meal times should be avoided and discretion and care should be exercised with respect to catering decisions.

4.7.3 Catering services and group dining can be provided for a [special event](#) if approved by the department VP.

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- 4.7.4 All catering and group dining expenses must be described in detail (names and positions of individuals in attendance, purpose of event, and benefit attained by attending the event).
- 4.7.5 This guideline also applies to all off-site events where food is purchased privately.

4.8 Hospitality

- 4.8.1 [Hospitality](#) may be extended in an economical and consistent manner when:
- It can facilitate HHSC business; and
 - It is considered desirable as a matter of courtesy or protocol
- 4.8.2 Hospitality may include charity golf tournaments and fundraising events, however these expenses require VP approval.
- 4.8.3 All hospitality expenses must be described in detail (names and positions of individuals in attendance, purpose of event, and benefit attained by attending the event).

4.9 Alcohol

- 4.9.1 Consumption of alcohol may **NOT** occur at the workplace or within work hours and the expense must be initiated by a manager and pre-approved by the department EVP at a minimum (supporting documentation required).
- 4.9.2 Costs for alcoholic beverages are not reimbursable when prohibited by funding source.
- 4.9.3 Alcohol may only be reimbursed for [hospitality](#). Examples of acceptable hospitality events include research & executive recruitment events, research meetings/events with potential funders.
- 4.9.4 Exceptions to this subsection of the policy will **NOT** be reimbursed.
- 4.9.5 All alcohol expenses must be described in detail (names and positions of individuals in attendance, purpose of event, and benefit attained by attending the event). The purchase of alcohol includes a social and legal responsibility to ensure the safety and welfare of all participants. As such one must consider:
- Serving food with alcoholic beverages
 - [Reasonable constraint](#) and moderate cost, and
 - Safe passage home

5.0 Definitions

Hospitality is defined as the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds, to people who are not engaged to work for:

- Designated BPS organization (i.e. those covered by the BPS directive)
- Any of the Ontario government ministries, agencies, and public entities covered by the Ontario Public Service Travel, Meal and Hospitality Expenses Directive.

Special event is defined as a work related, one time, annual or infrequently occurring event (e.g. Staff Holiday Tea, special milestone events). HHSC supports staff events, such as service milestones, teas, internal training, etc. which reinforce and promote positive behaviors and performance while recognizing corporate and departmental goals and objectives. Special events are not considered "hospitality" for the purposes of this policy. However, any decisions about expenses of this nature

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should be made with due consideration for the prudent and responsible use of resources, and for accountability and transparency.

Home site is defined as the HHSC site that you work at more often than other sites. **Reasonable constraint** is judgement based. In consultation with Canada's [low-risk alcohol drinking guidelines](#) per the Canadian Centre on Substance Use and Addiction no more than 2 drinks within 3 hours is recommended.

6.0 Cross References

[FINANCE/RES/PUR - Signing Authority Policy & Approval Authority Schedule \(AAS\)](#)

[FINANCE - Procurement Card Protocol](#)

Fund 1, 2, 3, 5, 7: [Travel and Expense Reimbursements Site](#)

Fund 6: [Financial Services Website](#)

BPS Directives (refer to Province of Ontario website for details)

7.0 Developed By

Financial Services

Research Finance

8.0 Approved By

2021 Revisions approved by:

Executive Vice-President Corporate Affairs & CFO

VP, Finance & Deputy CFO

VP, Research & Chief Innovation Officer

Controller and Director, Financial Services

Director, Research Finance

9.0 Appendices

[Appendix – Kilometer Rates](#)

[Appendix – Per Diem Rates](#)

[Appendix – List of Ineligible Expenses](#)

[Appendix – Expense Reimbursement FAQ](#)

Key Words Assignment

Expenses, travel, repayment

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Appendix: Kilometer Rate \$0.50/km

SITE to SITE	Distance in Km One Way	Cost @ \$0.50 per Km	Distance in Km Round Trip	Cost Round Trip @ \$0.50 per Km
Hamilton General - St. Joseph's Hospital	5	\$2.50	10	\$5.00
Hamilton General – JHCC	5	\$2.50	11	\$5.50
Hamilton General –McMaster/UCC	8	\$4.00	15	\$7.50
Hamilton General - King West	3	\$1.50	5	\$2.50
Hamilton General - Mohawk College	5	\$2.50	10	\$5.00
Hamilton General - St. Peter's	4	\$2.00	7	\$3.50
Hamilton General - West Lincoln Memorial Hospital	29	\$14.50	60	\$30.00
JHCC - St. Joseph's Hospital	3	\$1.50	8	\$4.00
JHCC - Hamilton General	5	\$2.50	11	\$5.50
JHCC – McMaster/UCC	9	\$4.50	18	\$9.00
JHCC - King West	5	\$2.50	11	\$5.50
JHCC - Mohawk College	4	\$2.00	9	\$4.50
JHCC - St. Peter's	5	\$2.50	10	\$5.00
JHCC – West Lincoln Memorial Hospital	30	\$15.00	59	\$29.50
McMaster/UCC - St. Joseph's Hospital	6	\$3.00	12	\$6.00
McMaster/UCC – Hamilton General	8	\$4.00	15	\$7.50
McMaster/UCC - King West	4	\$2.00	9	\$4.50
McMaster/UCC – JHCC	9	\$4.50	19	\$9.50
McMaster/UCC - West Lincoln Memorial Hospital	35	\$17.50	71	\$35.50
McMaster/UCC – Mohawk College	15	\$7.50	31	\$15.50
McMaster/UCC - St. Peter's	10	\$5.00	19	\$9.50
King West - St. Joseph's Hospital	2	\$1.00	4	\$2.00
King West - Hamilton General	3	\$1.50	5	\$2.50
King West – JHCC	5	\$2.50	11	\$5.50
King West – McMaster/UCC	4	\$2.00	9	\$4.50
King West - Mohawk College	4	\$2.00	9	\$4.50
King West - St. Peter's	4	\$2.00	9	\$4.50
King West - West Lincoln Memorial Hospital	43	\$21.50	87	\$43.50
St. Peter's - St. Joseph's Hospital	5	\$2.50	10	\$5.00
St. Peter's - Hamilton General	4	\$2.00	7	\$3.50
St. Peter's – JHCC	5	\$2.50	10	\$5.00
St. Peter's – McMaster/UCC	10	\$5.00	19	\$9.50

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St. Peter's - King West	4	\$2.00	9	\$4.50
St. Peter's - Mohawk College	5	\$2.50	9	\$4.50
St. Peter's - West Lincoln Memorial Hospital	28	\$14.00	56	\$28.00
St. Joseph's Hospital - Hamilton General	5	\$2.50	10	\$5.00
St. Joseph's Hospital - JHCC	3	\$1.50	5	\$2.50
St. Joseph's Hospital - McMaster/UCC	6	\$3.00	12	\$6.00
St. Joseph's Hospital - King West	2	\$1.00	4	\$2.00
St. Joseph's Hospital - Mohawk College	1	\$0.50	1	\$0.50
St. Joseph's Hospital - St. Peter's	5	\$2.50	10	\$5.00
St. Joseph's Hospital - West Lincoln Memorial Hospital	32	\$16.00	64	\$32.00
Mohawk College - St. Joseph's Hospital	1	\$0.50	1	\$0.50
Mohawk College - Hamilton General	5	\$2.50	10	\$5.00
Mohawk College - JHCC	4	\$2.00	9	\$4.50
Mohawk College - McMaster/UCC	15	\$7.50	31	\$15.50
Mohawk College - King West	4	\$2.00	9	\$4.50
Mohawk College - St. Peter's	5	\$2.50	9	\$4.50
Mohawk College - West Lincoln Memorial Hospital	33	\$16.50	65	\$32.50
West Lincoln Memorial Hospital - St. Joseph's Hospital	32	\$16.00	63	\$31.50
West Lincoln Memorial Hospital - Hamilton General	29	\$14.50	77	\$38.50
West Lincoln Memorial Hospital - JHCC	30	\$15.00	59	\$29.50
West Lincoln Memorial Hospital - McMaster/UCC	35	\$17.50	71	\$35.50
West Lincoln Memorial Hospital - King West	43	\$21.50	87	\$43.50
West Lincoln Memorial Hospital - Mohawk College	33	\$16.50	65	\$32.50
West Lincoln Memorial Hospital - St. Peter's	28	\$14.00	56	\$28.00

Mileage rates are reviewed routinely against CRA prescribed maximums and market rates for reasonability.

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Appendix: Per Diem Rates

Meal	Canada	USA and Other International Locales	Europe	United Kingdom
Breakfast	\$15	\$15	15€	15 £
Lunch	20	20	20	20
Dinner	45	45	45	45
Incidentals	5	5	5	5
Total	\$85 CAD	\$85 USD	85 €	85 £

All per diem rates include taxes and gratuities.

Per diem rates are reviewed routinely against CRA prescribed maximums and market rates for reasonability.

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Appendix: List of Ineligible Expenses

The following is a non-exhaustive list of expenses which will **NOT** be reimbursed by HHSC:

1. Cannabis
2. Annual fees and interest charges on credit card balances
3. Consumable goods and other incidentals such as newspapers, toothbrushes, haircuts, dry-cleaning and laundry services, valet services, mini-bar charges and any other products or services that would normally be expected to be consumed by the individual, employee or group
4. Lost/damaged baggage, or excessive baggage charges (e.g. baggage weight or number of bags)
5. Lost/damaged or stolen personal property
6. Individual or group recreation such as movies, hotel in-room entertainment
7. Expenses for failure to cancel transportation or hotel reservations when appropriate notice period is provided (cancellation insurance is not reimbursable)
8. Parking and traffic violations
9. Fuel charges related to private automobiles (excluding rental vehicles)
10. Baby-sitting
11. Briefcases, bags, or luggage
12. Maintenance expenses on personal vehicles
13. Additional insurance coverage and/or deductibles, including, but not limited to travel, cancellation, or life insurance
14. Membership fees for fitness and recreation
15. Retirement and other gifts (floral, cards or other) purchased for an employee, individual or group
16. Any expense that is identified as a perquisite under Section 4.1 of the Broader Public Sector Perquisites Directive (such as, but not limited to, club memberships, season tickets to sporting or cultural events, access to private health clinics, professional advisory services for personal matters)
17. Gift cards/ "near" cash gifts unless they are an eligible expense for research subjects, special patient groups or honorariums for non-employees
18. Passport related fees and charges
19. Non-sufficient funds charges incurred by the individual, including those incurred because of expense claims paid to an invalid/incorrect bank account.
20. Office supplies and appliances (these items should be purchased under standard procurement processes)
21. Home phone and home internet charges
22. Charitable donations
23. Reimbursement for meals and hospitality for consultants or other contractors (not applicable to Research conducted with non-public funds).

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Expense Reimbursement Policy Frequently Asked Questions (FAQ)

The following document is a collection of frequently asked questions related to the FIN & RES Expense Reimbursement Policy to assist staff and managers in the appropriate application of the policy.

Why do we update our expense reimbursement policy at HHS?

To ensure we continue to be compliant with BPS guidelines, modernize our policy and benchmark against market rates and common practice.

Does this policy apply to all of HHS even if the funding source is not Ministry of Health?

YES – the policy applies to all expenditures at HHS regardless of funding source.

Does this policy apply to researchers in foreign jurisdictions?

NO. This policy applies to research employees at HHS and local researchers that hold a research account with HHS. This does not apply to non-employees conducting research abroad and seeking reimbursement for their travel and expenses. Their expenses would be reimbursable subject to their site agreement/contract. This policy also applies to local research staff at McMaster University, who are conducting research through joint institutes and seeking reimbursement through HHS.

I want to purchase a toaster, office supplies, or some other goods or service not contemplated in the Expense Reimbursement Policy. Can I request reimbursement for this purchase?

NO - Business expenses incurred outside of travel, meetings, and hospitality should be purchased through standard HHS procurement processes, as per the Procurement Handbook. Refer to Section 2.0 of the FIN & RES – Expense Reimbursement Policy.

Approval

Since we no longer require formal pre-approval how do I ensure that my expenses are appropriately authorized in advance?

Expenses should be authorized through discussion with your manager prior to incurring the expense.

I paid for a meal where my manager was in attendance. Can I submit the expense to them for approval?

NO - Approvers may not approve an expense for a function where they were in attendance; as such the most senior person in attendance should pay where possible and be reimbursed. If this is not possible, you should submit the claim for approval to a higher level of authority within the cost centre. Refer to Section 3.0 of the FIN & RES – Expense Reimbursement Policy.

If I have signing authority on my research account can I approve my own expense claim?

NO – no one at HHS can approve their own expense claim directly or indirectly. If you are a researcher with an administration position at HHS you are required to obtain approval through your direct reporting relationship, (at least one level higher). If you not an

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employee of HHS, the Manager of Research Finance will approve your expenses. Refer to Section 3.1.3 of the FIN & RES – Expense Reimbursement Policy

Exceptions

My expense was denied and I have determined through discussion with my manager that it should be submitted for exception approval. What do I do?

You must seek approval for the policy exception per Section 3.5 of the Expense Reimbursement Policy. When you submit your claim to the exception approver, you must provide a written explanation of the exception to provide the approver with adequate information for review.

If the exception approver is the same person who approved the original claim, the claim must still be submitted for approval a second time so that the approver knows that they are being asked to approve a policy exception.

I have a policy exception due to my collective agreement or employment agreement. Do I need to attach the supporting agreement to each claim?

YES – Support needs to be attached to every claim or it will be routed for exception approval. Refer to Section 3.5 of the FIN & RES – Expense Reimbursement Policy.

Travel and Transportation

Air and Train

Can I fly business class if my travel time is greater than 5 hours in length with my stop over?

NO – Business class travel is restricted for 5 hours or more of continuous international flight time. Refer to Section 4.1.2 of the FIN & RES – Expense Reimbursement Policy.

Private Automobile

Can I claim reimbursement for gas for using my private automobile?

NO – the mileage reimbursement includes fuel costs. Refer to [Appendix](#) of the FIN & RES – Expense Reimbursement Policy.

What sort of supporting documentation do I need for a mileage claim?

Site to site mileage claims listed in the [appendix](#) of the FIN & RES – Expense Reimbursement Policy do not require supporting documentation. All other mileage claims must include support for actual distance driven using a reliable online source, such as Google Maps.

Can I make a mileage claim related to an offsite meeting on my way to/from my HHS home site?

YES – You can make a claim for the incremental mileage related to the offsite meeting. To calculate the incremental mileage, take the total mileage and subtract the mileage which would normally be incurred between your residence and your HHSC home site.

Can I make a mileage claim related to an offsite meeting if I am not also going into my HHS home site?

YES – You can make a claim for the incremental mileage related to the offsite meeting. To calculate the incremental mileage, take the total mileage and subtract the mileage which work normally be incurred for a round trip from your residence to your HHSC home site.

I do not normally start/end my day at an HHS site. What is my HHSC home site?

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Home site is defined as the HHSC site that you work at more often than other sites.

I do not normally start/end my day at an HHS site, but am required to come in to an HHS site for a meeting. Can I make a mileage claim?

You cannot make a mileage claim if the meeting is at your HHS home site. If the meeting is not at your HHS home site, you may make a claim for the incremental mileage related to the meeting. To calculate the incremental mileage, take the total mileage and subtract the mileage which would normally be incurred for a round trip from your residence to your HHSC home site.

I forgot to get a parking voucher for when I travelled to another HHS site. Can I expense my parking at that HHS site?

NO – Parking at any HHSC site is not reimbursable. Refer to Section 4.3.6 of the FIN & RES – Expense Reimbursement Policy.

How can I get a parking voucher for another HHSC site?

Department managers can email parkingoffice@hhsc.ca to purchase parking vouchers that are intended to cover parking costs for visitors and HHSC employees traveling infrequently between sites for meetings. Refer to Section 4.3.6 of the FIN & RES – Expense Reimbursement Policy.

At what point are staff travelling regularly between sites required to get multi-site transponders?

Staff required to travel between sites on more than 2 occasions per month should request multi-site transponders.

Automobile Rental

I normally drive a full-size vehicle and am required to rent an automobile for HHS business – can I rent a full-sized vehicle?

NO - Mid-size vehicles are the standard rental option. Full-sized vehicles may only be justified after considering the number of passengers or the amount of goods to be carried. Refer to Section 4.4 of the FIN & RES – Expense Reimbursement Policy.

Meals and Hospitality

Individual Meals

If I get home from my business trip mid-day, can I claim the full per diem?

NO – the per diem amount is split by meal, therefore, staff can claim only the meals that resulted from business travel. Incidentals are always included per travel day. Refer to Section 4.6.2 of the FIN & RES – Expense Reimbursement Policy.

If the conference I attend provides breakfast and lunch, can I claim the full per diem?

NO - If the conference provides breakfast and lunch and requires an overnight stay, you are permitted to claim the dinner portion of the per diem. Incidentals are always included per travel day.

Do I need to submit receipts for individual meals?

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NO – you may not submit receipts for individual meals as you will be provided a per diem. However, receipts are required for group dining, catering, hospitality. Refer to Section 4.6.1 of the FIN & RES – Expense Reimbursement Policy.

My actual meal costs are greater than the per diem rate, can I submit my receipts for the higher amount?

NO – the per diem is meant to cover reasonable daily costs of individual meals while required to travel overnight for HHSC business. Rates are reviewed routinely against CRA prescribed maximums and market rates for reasonability. Aim for the most economical meal options when travelling to avoid this situation.

I am required to go out of town for business but will not be staying overnight, can I claim a per diem since I was out of town?

NO – per diems are only allowable when overnight travel is required.

Catering and Group Meals

Can catering be provided if my meeting is an hour long and scheduled at 5 PM?

NO – catering for business meals is to be provided with scrutiny and discretion. As a general rule of thumb, it could be provided for meetings 2 hours of length or greater during meal and/or personal times, however, up to the approver’s discretion. Where possible meetings should not be booked during these times unless absolutely necessary.

What happens if my catering charges are invoiced rather than paid personally which would require reimbursement?

Regardless of the method of payment (i.e. invoiced or paid personally and reimbursed by HHS) the guidelines regarding catering charges at HHS as written in the FIN & RES – Expense Reimbursement Policy apply.

Hospitality

What are examples of hospitality events?

- Recruitment meetings that may or may not include an out of town guest (non-public sector parties only)
- Meetings with a potential research funding source

Alcohol

Can I attend a business dinner with another staff member from HHS and submit for alcohol in my expense claim?

NO – Alcohol expense claims are only eligible for reimbursement when the event is considered a hospitality event with an eligible third party.

Can I attend a business dinner with someone from Ontario Health or another hospital and submit for alcohol in my expense claim?

NO – Alcohol expense claims are only eligible for reimbursement when the event is considered a hospitality event with an eligible third party. Individuals engaged to work for a designated BPS organization or any Ontario government ministries, agencies and public entities are not an eligible third party.

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List of Ineligible Expenses

What happens if my property is lost or stolen while on HHS business or on HHS property?

The claim should be submitted through your personal insurance.

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