

 <p>Caring, Innovation Respect, Accountability</p>	POLICY		Ver. 4.0
	Subject: Reimbursement of Board/Committee Member Expense		Supersedes – 2017-10-10 Category: Board
Ratified by:	Waypoint Board of Directors	Effective: Ratified on:	2018-10-25 2018-10-04
Review Facilitator:	Director, Financial Services	Originated on:	2009-05-07
Audience:	All Waypoint Board Members	Disclosure Status:	Open
Cross Reference:	See Cross References		

Purpose

To establish requirements for the reimbursement of Board/Committee member expenses incurred while on Waypoint Centre for Mental Health Care business. This policy establishes guidelines for travel, meals, accommodation, and incidental expenses.

Policy

It is the responsibility of all Board/Committee members to ensure practical and economical arrangements for travel, meals, and accommodation, and that these expenditures support Waypoint objectives. Board/Committee members will be reimbursed for all reasonable out-of-pocket expenses incurred in carrying out related activities which are authorized and/or endorsed by the Board.

Board/Committee members will claim all Waypoint business-related expenses on an [Expense Claim Form](#). Such claims must be approved by the Board Chair (or delegate) prior to processing.

The Board Chair's expenses must be approved by the Chair of the Resource Committee (or delegate) prior to processing.

Detailed itemized receipts must be appended to all expense claims.

Board/Committee should, where possible, use their own means for securing travelling arrangements. Board/Committee members will be covered under the corporate insurance plan for all travel within North America.

Definition(s) – N/A

Roles & Responsibilities

Financial Services staff will review all Board/Committee member claims to assess consistency with policy.

Guidelines

In approving expense claims, authorizing Board/Committee members must ensure that:

- All expenses are itemized, reasonable, and deemed to have been required to achieve Waypoint business objectives.
- Acceptable proof of payment has been submitted.
- All receipts submitted are originals and display the time, date and name of the establishment where the expense was incurred including the details of the meal or expense incurred. Credit card, debit card, or hand-written receipts will **not** be accepted.
- Receipts are taped to a blank 8.5" x 11" piece of white paper.
- An [Expense Claim Form](#) has been completed, approved by the holder of that Functional Centre budget, and submitted to Financial Services to obtain reimbursement for hospital-related expenses.
- The entire Form must be complete in order for Financial Services to process it (including; functional centre, general ledger account and correct delegated authorizing signature and full home address of the claimant).
- Approvers are not allowed to approve their own expenses.
- Expenses for a group are only claimed by the most senior person present.
- Expenses are not claimed by an individual that are incurred by his/her approver (e.g. a Board/Committee member cannot submit a claim that includes the cost of the Chair's meal, even if they were at the same event, as the result could be that the Chair would thereby be approving his/her own expenses).
- Explanations are provided for any unusual expenses.
- Travel arrangements are secured by Board members by whatever means possible (e.g. hotel reservation via personal credit card or obtaining a Cheque Prepayment/Advance (see [Expense Policy](#))).
- A [Statutory Declaration Form](#) has been completed where receipts are non-conforming, or have been lost, including the full details as to why the declaration is warranted.
- Practical and economical travel arrangements were made.
- All travel and hospitality expense claims are to be submitted in a timely manner and no later than fourteen (14) days after the end of the event - this time frame may be extended by the approving authority.

Allowable Expenses

Hotel Accommodations

All claimants are expected to use standard accommodations (single economy room rate at a reasonable establishment). Accommodations for conferences should be at the host hotel or at a comparable rate from another hotel including AIR BNB Business Travel Ready. The individual claimant is responsible for all charges to the room. Checking out of the hotel must be done personally so that the bill is reviewed, signed and a copy obtained. Waypoint will NOT reimburse for other charges such as entertainment, alcohol or special facility charges.

Private stays with family and friends have a maximum reimbursement of \$30CAD per night for gratuities and lodging.

Hotel meals require a detailed receipt.

For conferences or educational events, claimants must live a minimum of 80 kilometres from the venue to claim hotel accommodation except when the overnight stay is supported by business reasons and pre-approved by the Vice President or CEO.

Note: Accommodation will not be paid for conferences that are easily reached from the Board members usual place of residence unless approved by the Board Chair.

Meals

Meals will be reimbursed by the Hospital when claimants are on Hospital business. They will be reimbursed according to actual expenditure, vouched by receipts to a maximum of \$60 CAD per day in Canada and \$60 USD per day in the United States including gratuities and taxes. In order to allow the daily maximum of \$60 for meals, the claimant must have been away from the hospital for at least 24 hours in total. Allocation of the daily maximum can be divided by any number of meals. No meal reimbursement will be provided for meals purchased within a 24 km radius of the hospital.

When away on hospital business for less than 24-hour period, the following will apply:

- Breakfast - \$10.00
 - Lunch - \$12.50
 - Dinner - \$22.50
- \$45.00 Total (totals include gratuity and taxes)

Gratuities that exceed more than 15% of the subtotal value will not be reimbursed.

Original itemized receipts along with credit card receipts must be attached to the expense reimbursement claim. The expense claim must show a brief explanation of the circumstances/events and the names of the guests, if applicable.

Costs incurred for alcoholic beverages are NOT reimbursable and staff are required to ask the restaurant for a separate invoice when having alcohol with their meals.

Travel

- Costs must be economical unless otherwise authorized by the approving authority.
- Use of personal vehicles for hospital business will be reimbursed in accordance with the approved mileage allowance.
- Mileage will be reimbursed at a rate of \$0.40 per kilometer. This allowance is to cover the cost of fuel, depreciation, maintenance and insurance plus any other expenditure incurred while driving on hospital business.
- Personal vehicles used for hospital business 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 will not reimburse costs of collision and liability coverage.
- For greater clarity, the hospital assumes no financial responsibility for privately owned vehicles, other than paying the approved mileage allowance when used for hospital business. Those driving a personal vehicle on hospital business cannot make claims to the hospital for traffic or parking violations, or for damages as a result of a collision.
- Only mileage claims in excess of a total 48 kilometers (to and from home/office to hospital) will be reimbursed.
- Parking fees incurred while on hospital business will be reimbursed. Receipts must be obtained and submitted, unless they are not available (e.g. coin-operated parking lots). Other allowable expenses include taxis, shuttles, car rentals, and public transportation.

Incidental Expenses

- Business-related expenses during travel, such as Internet Access, Photocopying, Fax services.
- Long-distance telephone calls.
- Valet parking (must have a receipt or reflected on the hotel bill).
- Gratuities – up to 15% of subtotal (e.g. meals, bellhop, hotel room services and taxis will be reimbursed – receipts are not required, but expenses are to be identified separately in the expense claim).
- [Hospitality](#)
- [Recognition](#)
- Laundry/dry cleaning services – after five consecutive business days.
- Education/conferences/seminars (as sponsored/supported by the Board/Committee Chair).

Non-Allowable Expenses:

- Alcoholic beverages.
- Cancellation Fees or Administrative Fees for cancelling an event, unless in extenuating circumstances and with the appropriate approval received.
- Credit card fees and late payment charges.
- Expenses incurred by family and friends.
- Personal items.
- Recreational activities (e.g. video rentals, mini-bars etc.).
- Toll Route expenses.
- Traffic and parking violations.
- Social events.
- Travel upgrades such as First Class Flights.

Cross References

[Perquisites Policy](#)

[Expense Reimbursement and & Recovery](#)

[Hospitality](#)

[Recognition](#)

[Expense Claim Form](#)

[Petty Cash Form](#)

[Statutory Declaration Form](#)

References

[Broader Public Sector Accountability Agreement](#)

End of POLICY

Keywords: travel; Board

Initiated: May 7, 2009

Revised: October 10, 2017

October 4, 2018