

COCHRANE TEMISKAMING RESOURCE CENTRE

POLICY MANUAL: FINANCIAL SERVICES -- FINANCE

POLICY #: 14

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Issued by FINANCIAL SERVICES	Signed by Executive Director
For Use By ALL Departments/Sites	

POLICY STATEMENT:

Staff Travelling on CTRC business will be reimbursed for reasonable expenses. The most economical mode of transportation must be utilized by staff travelling on CTRC business.

Staff Travel includes:

- 1) Travel on CTRC (Centre) business
- 2) Educational Assistance (Staff Training and Development)
- 3) Developmental Consultants, Professional Resource Team, and Client Related Travel

PROCEDURE:

1.) TRAVEL ON CTRC (CENTRE) BUSINESS:

(Including attendance at business or association meetings and monthly supervision meetings.)

1. The travel **must be approved** by the employee's Director **before** the trip takes place. Each Director will set up their own internal procedures within their own department(s) for staff to request and obtain this approval.
2. Travel advances may be obtained. Only one advance may be outstanding for any employee at any one time. The "Request for Advance" form must be utilized, and authorized by the employee's Director.
3. **Prepaid Expenses** -- When the actual cost of the prepaid expense is known (e.g. Registration fees) payment prior to the travel date may be requested, utilizing the "Request for Cheque" form.

4. **Direct billing to CTRC for public transportation and vehicle rentals (e.g. air fare, vehicle rentals):**

Financial Services will publish the name of the Travel Agency to be used as CTRC's prime supplier for booking airline tickets for travel on CTRC business. Financial Services will only accept invoices from this prime supplier for direct billing to CTRC's corporate account.

For staff who pay airline tickets themselves (i.e. do not use CTRC's prime supplier and corporate invoicing process) they must request reimbursement on a travel expense claim form with receipts attached.

For transportation charges or fares (e.g. air fares, vehicle rental charges) to be invoiced directly to CTRC by the travel agency or the vehicle rental agency, Financial Services must be notified in writing **prior** to the receipt of the vendor's invoice utilizing the "Justification for Billing Directly to CTRC for Travel" form.

Costs involved must subsequently be listed on the "Statement of Travelling Expense" form, with the passenger portion of the public transportation or airline ticket attached; or the travel agent's confirmation for electronic airline tickets; or boarding passes if no other documentation is available (e.g. for electronic airline tickets charged to CTRC's corporate account).

Direct billing to CTRC is to be utilized for transportation and vehicle rental fares only. Hotel accommodation and other expenses must be paid for directly by the applicant and subsequently reimbursed by CTRC.

5. All claims must be submitted to Financial Services on the "Statement of Travelling Expense" form:-

- (1) within 10 days of the trip or event for which an advance was issued.
- (2) weekly or bi-weekly for those with continuing out-of-pocket expenses.
- (3) at the end of the month where expenses have been incurred without an advance being issued.

6. The "Statement of Travelling Expense" form and prior requests for cheques or advances must be identified with the correct **budget or account code** prior to submission to Financial Services. It is the Director's responsibility to ensure the correct account code is used.

7. Travel claims are to be signed by the claimant, certifying that the expenses were incurred on CTRC business, and then verified as to accuracy and reasonableness and authorized by the claimant's Director.

The Statement of Travelling Expense form with receipts attached is then forwarded to Financial Services for payment and final settlement. Payment will be made by direct Deposit into the employee's bank account.

8. Any monies due to CTRC by the employee as a result of a Travel Advance exceeding the actual expenses incurred must be forwarded to Financial Services with the Statement of Travelling Expense (i.e. cheque payable to Cochrane Temiskaming Resource Centre attached to the Travel Expense form).
9. All expenses incurred must be listed on the "Statement of Travelling Expense" form, including prepaid expenses and air fare or transportation billed directly to CTRC.

Meals claimed must be specifically outlined with dates, classification (breakfast, lunch, dinner) and costs claimed must be detailed on the face of the expense claim form.

Accommodation must be outlined with dates.

10. **Mode of transportation** should be the most economical, considering the following criteria:
 - availability of CTRC vehicles.
 - time loss in travelling.
 - timing of public transportation.
 - cost en route of transportation, meals and/or accommodation.
 - more than one destination in the same locality.
 - coordination of trips with other services.
 - number of employees travelling in same locality. Where more than one employee is attending the same function, efforts must be made to travel together in the same vehicle. Separate travelling arrangements must be approved by the Executive Director. Please refer to Human Resources Policy #30 Workplace Harassment and Discrimination.
 - final costs involved in selecting the most economical mode of transportation (e.g. vehicle rental cost vs. kilometre allowance).

11. **Vehicle Rentals:**

Arrangements for vehicle rentals will be made directly by the employee--coordinating trips and passengers with other services--from the local authorized agency. Financial Services will publish names of vehicle rental agencies which have been selected for CTRC travel, with rates in effect.

When renting a vehicle, the collision insurance with zero deductible (e.g. peace of mind or loss damage waiver) must be purchased by the employee and included in costs to be paid or reimbursed by CTRC.

When selecting the most economical mode of travel--particularly when deciding whether vehicle rental is more economical than claiming the kilometre allowance--the **costs of vehicle rental** are to include:

- daily rental rate (for a mid-sized car--unless the number of passengers in the same vehicle warrants rental of a full sized car or a van)
- additional km. charge if applicable
- collision insurance (peace of mind P.O.M. or loss damage waiver L.D.W.)
- fuel and refuelling charges
- taxes (HST at 13%; fuel conservation tax at \$0.70/day)

12. Kilometre Allowance

It is the employee's responsibility to maintain adequate motor vehicle **liability** insurance coverage when using his/her own vehicle for travelling on CTRC business. CTRC's insurance policies do not cover employee owned vehicles (e.g. liability, property damage, and collision).

Kilometres claimed must be in accordance with the official kilometres on road maps or recorded kilometres from vehicle trip meters, and will be paid to only one employee when several could have travelled together -- unless separate travelling arrangements have been pre-approved by the Executive Director.

Employees using vehicle trip meters for their kilometre allowance must use a route which is the expedient route to reach their destination.

Kilometre Rates are:	<u>Rate/Km.</u>
Staff Travelling on	44 cents April 1, 2010
CTRC Business	

13. It is the employee's responsibility to notify his/her **insurance** company if he/she uses his/her **own vehicle to transport clients**. Upon written confirmation by a Director/Manager that transporting clients is one of the requirements of the employee's job, the employer shall, when applicable, bear the additional cost of such coverage up to a maximum of \$100 per year upon the employee providing a receipt. A receipt from the insurance company is mandatory.
14. **Air fare** is for economy air fares only. Receipts and/or passenger portions of the ticket are required. For electronic tickets, the travel agent's confirmation and/or boarding passes can be used. Return tickets at reduced fares should be purchased unless the nature of the trip warrants otherwise. Cancellation insurance should be purchased when tickets are purchased on a seat sale to ensure a refund in case something happens (e.g. illness).

15. **Limousine, taxi, bus to/from home** necessitated by leaving or returning to a public transportation terminal (e.g. airport) will be allowed. Receipts must be submitted with the travel expense claim. A claim for 10% gratuity for limousine and taxi fares will be allowed.
16. **Airfare in lieu of mileage:** If the airfare rate (regular full fare economy class) is lower than mileage costs based on the above kilometre allowance, the airfare rate will be reimbursed in lieu of mileage.
17. Employees at their request may claim **vehicle rental in lieu of mileage.**
18. **Accommodations**

- 1) **Commercial Accommodations:** Type, standard, and cost of accommodations should be reasonable, supported by an original receipt, and be for the claimant only, unless the accommodation is shared with another employee also authorized to travel.

If the spouse accompanies the claimant, only the single rate may be claimed and this must be certified by the hotel or motel.

Personal items such as valet service, newspapers, phone calls, etc. are not claimable. Facsimile and telephone charges are allowed only for CTRC business and must be detailed on the Statement of Travelling Expense form. (For claiming allowable phone calls home see item #20.)

- 2) **Private Accommodations:** An accommodation allowance will be paid for private accommodations (no receipt required) at the rate of \$25.00/night for travel within CTRC's catchment district, and \$35.00/night out of our district--e.g. Sudbury, North Bay, Toronto, plus Moosonee.
- 3) **Guaranteeing Hotel/Room Reservations:** A CTRC corporate visa card assigned to the Executive Assistant/Corporate Secretary is available for guaranteeing hotel reservations for staff travelling on CTRC business.

Once arriving at the hotel, the staff travelling is responsible for paying the hotel charges or using their own credit cards, and requesting reimbursement under a "Statement of Travelling Expense" claim. The actual room charges are not to be billed to CTRC's corporate visa card.

If the planned business trip is cancelled, it is the employee's responsibility to ensure that the guaranteed reservation is cancelled on time so CTRC is not charged for the room.

Each Director will initiate the required procedures within their internal departments for staff requiring a guaranteed hotel reservation, and for staff cancelling reservations on time.

19. **Meal Allowances**

1) Reasonable meal claims may be included if incurred on CTRC business 25 kilometres beyond the CTRC location the employee is assigned to (e.g. Satellite Office workplace).

On the day of departure, breakfast is allowed only if the departure was more than two hours before the normal starting time. Dinner on the day of return is allowed only if the return is more than three hours after the normal work departure time.

2) Meals for **guests** are not allowed unless duly authorized. Full identification of guests must be entered on the expense claim form.

3) Each CTRC employee should normally claim his or her own meal costs. Where a group is involved and no accommodation is claimed the driver may submit one claim for the whole group along with receipts for all meals claimed, including his/her own.

4) No meal allowance is paid for employees travelling **within 25 kilometres** except if the employee is required to attend a **working meal** within the 25 kilometre radius--such as a **meeting** over meal time with various community groups. The meal will be paid by CTRC provided this is pre-approved by the respective Director.

5) **Guidelines for daily meal allowances** are set at up to \$42.00 per day including taxes and gratuities.

Breakfast \$8.00

Lunch \$13.00

Dinner \$21.00

6) Receipts are not required when claiming a meal allowance but dates with corresponding amounts claimed must be clearly specified on the face sheet of the Statement of Travelling Expense form.

7) **Alcoholic beverages are not an allowable expense.**

20. **Parking costs** incurred when staff are assigned to work or meet at other than their permanent work area will be allowed. If receipts are not available (i.e. metered parking) this should be noted on the Statement of Travel Expense.

21. CTRC will reimburse employees for one **five minute phone call home** for every 24 hours away while on Centre business. The phone call is to be either charged to the hotel bill or the employee's calling card account or the collect call phone number account so the actual costs can be verified. If the employee has access to one of CTRC's cell phones while they are away on Centre business within the "free" range, they are to utilize the cell phone.

The maximum reimbursement will be \$5.00 – all taxes, hotel usage or calling card charges included. If the actual cost according to the hotel bill or phone bill is less, then the actual cost will be reimbursed. (If the phone call is not charged to the hotel bill, then the employee can submit a photo-copy of his/her calling card bill or phone bill on the next travelling expense claim for reimbursement.)

22. Receipts are required to claim for:

- 1) **Air fare** - The passenger portion of the ticket, or boarding passes for electronic tickets billed to CTRC's corporate account must be submitted with the expense claim. Claims for personal air travel insurance or accident insurance are not permitted.
- 2) **Commercial accommodations** - The original hotel/motel bill must be submitted. No receipt is required for private accommodations allowance.
- 3) **Taxi or Limousine** - Most economical mode -- e.g. bus to Toronto from airport.
- 4) **Registration fees** - for conferences, seminars, etc. Submit receipt to Financial Services even if registration was prepaid.
- 5) **Gasoline/fuel** for motor vehicle used.
- 6) **five minute phone call home**
- 7) **Any other payments for which receipts are normally issued.**

If receipts are not on the vendor's invoice, letterhead, or cash register tape, the authorizing official must certify the receipt. When payments are made by credit card, the bill or cash register slip must be attached to the claim along with the credit card slip.

23. Inadmissible Expenses or Discrepancies

In the event that there appears to be a discrepancy between allowable expenses/costs which can be claimed under this policy, and the incurred costs outlined on the Statement of Travelling Expense form, the Finance & HR Director will return the Travelling Expense claim to the claimant's Director for investigation and/or revision as necessary.

2.) EDUCATIONAL ASSISTANCE (STAFF TRAINING AND DEVELOPMENT):

1. The above procedures and standards listed under "1.) Travel On CTRC Business" will apply to reimbursement for expenses for Educational Assistance and Staff Development with one exception. The statement of Travelling Expense shall be authorized by the Director. See Human Resources Policy #23 Staff Training concerning procedures for obtaining approval for Educational Assistance. Applications for Educational Assistance forms are approved by the Executive Director.

2. Costs for **meals, parking, and kilometre allowances within a 25 kilometre radius** of Timmins (or in the case of Satellite Offices, the workplace) cannot be claimed for travel to staff training events.
3. The “Application for Educational Assistance” form will be utilized for prior approval of the expenses and travel.
4. All documents (Application for Educational Assistance, Request for Cheque, Request for Advance, Statement of Travelling Expense) must be coded by the Director to ensure expenses are allocated to the correct account code or budget allocation.

Registration fees are to be charged to Staff Training Account #90.

Travel, accommodation, meals, etc. are to be charged to Staff Travel Account #96.

3.) DEVELOPMENTAL CONSULTANTS, PROFESSIONAL RESOURCE TEAM, AND CLIENT RELATED TRAVEL SCHEDULE:

1. Procedures and standards listed under “1.) Travel On CTRC Business” will apply to reimbursement for expenses for client related travel.
2. Recognizing that client related travel is an ongoing and regular occurrence in line with the regular duties of Developmental Consultants, the Professional Resource Team, and Family Home Workers, requirements for prior approval of travel by the Director are waived. However, all travel will be documented and logged on a “Travel Schedule” form.

Each director will set up their own internal procedures within their own department for staff to advise their director or manager as to their travel schedules, appointments, etc.

3. **Community Residence Supervisors may also use the “Travel Schedule”** form to log travel relating to supervision between assigned community residences--as this is an ongoing and regular occurrence in line with the regular duties of Community Residence Supervisors.
4. The completed “Travel Schedule” must be attached to the “Statement of Travelling Expense” form for reimbursement of expenses. However, the “Travel Schedule” is utilized to supplement information which must be clearly and adequately summarized on the “Statement of Travelling Expense”.
5. The Departmental Director must ensure that the correct account or budget code has been used for reimbursement.