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<b>POLICY</b>	<b>Manual:</b> Administrative	<b>Section:</b> Admin	<b>Code No.:</b> A E002	<b>Old Code No.:</b>
<b>Title:</b> Travel, Mileage and Other Business Related Reimbursable Expenses			<b>Original Effective Date:</b> Feb 24, 2012	
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*Note: this policy is posted on Southlake's external website. Any approved revisions are to be sent to Corporate Communications in order to update the website.*

Southlake Regional Health Centre ("Southlake" or "Hospital" or "the hospital") shall provide reimbursement of appropriate business related expenses, including hospitality and corporate related expenses, travel costs, and for mileage incurred in the use of a personal vehicle. The policy applies to all programs and services of Southlake and to all employees, internal service providers (inclusive of physicians, students, volunteers and contractors) and Board Members who have a role in corporate procurement processes and decisions. The Competitive Procurement Process is managed by the Southlake's Purchasing Agent.

**No individual is permitted to authorize his or her own expenses, or that of a subordinate that has paid for travel, meals, or hospitality expensed for the authorizer's benefit.**

**EXPECTED OUTCOME:**

- Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support hospital objectives.
- Plans for travel, meals and accommodation and hospitality are necessary and economical with due regard for health and safety.
- Legitimate authorized expenses incurred during the course of hospital business are reimbursed.
- Best practices are in place, including:
  1. Prior approval to incur expense is obtained
  2. Other options for meetings are always considered before travel is approved, including audio or video conferencing
  3. The government's vendors of record for travel-related services are used whenever possible.

**Definitions:**

- **Authorization** – The approval of a travel plan, expense reimbursement and business

travel claim by the appropriate person with adequate signing authority. Refer to the Expense Claim authorization matrix at [Appendix A](#)

- **Business Expenses** – Reasonable expenses incurred by persons covered by this policy in the course of performing their duties.
- **Business Travel** – Travel required for hospital business and authorized by the appropriate level of authority as shown in [Appendix A](#).
- **Claimant** – Any individuals making a claim for reimbursement under the terms of this policy. This may include all hospital employees, credentialed staff, volunteers, board members, outsourced service staff and other individuals engaged in hospital business and who intend to receive travel, mileage and business expense reimbursement under this policy.
- **Consultant** – A person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.
- **Designated BPS Organizations** – Organizations as defined under the Broader Public Sector Accountability Act, 2010. These include hospitals, school boards, universities and Community Care Access Corporations.
- **Documentation** – The Purchasing Agent is responsible for processing the hospital's accounts payable including business related expense and travel claims upon receipt of properly authorized forms, including original itemized receipts, invoices and other required documentation.
- **Hospitality** – The provision of food, beverages, accommodation, transportation or other amenities at the hospital's expense to persons who are not engaged to work for:
  - Southlake
  - Designated BPS organizations, or
  - Any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expense Directive
- **Office** – The hospital-related regular place of work. For example, the address on a staff person's business card or where the staff person has an office, desk, computer, telephone, etc.
- **Personal Vehicle** – A vehicle owned, borrowed or rented/leased personally by a member of staff.
- **Purchasing Agent** – Specifically refers to Plexxus as the Purchasing Entity contracted to manage all supply chain and accounts payable functions within Southlake.
- **Receipt** – An original document, or carbon or certified copy, with the details of the expenditure, the amount, the date and indicating proof of payment.
- **Travel Expenses** – Travel expenses include transportation, accommodations, meal allowance, car rental, air/ rail/bus fares, health insurance for travel outside of Canada and miscellaneous expenses such as parking, ferry charges, internet connections, faxes and phone calls of a business nature. Cell phone usage outside of Canada should be kept to minimum to avoid unnecessary long-distance charges and roaming fees. Travel expenses do not include the registration fees for an educational conference or course.

Expenses reimbursed under this policy should be work related, appropriate, reasonable and modest; strike a balance between economy, health and safety, and efficiency of operations; and submitted in a timely fashion and in the form and manner stipulated under this policy.

Claimants are required to:

1. Obtain all appropriate approvals before incurring expenses;
2. Submit original itemized receipts with all claims;
3. Submit claims by the end of quarter in which expense was incurred;
4. If the information or documents above is not possible, the claimant must submit a written explanation with the claim to provide the authorizer with adequate information for decision making;
5. Repay all overpayments – this is considered to be a debt owing to Southlake;
6. If leaving the employment of Southlake, submit any claims for expenses before leaving the organization.

Persons authorizing expense claims are required to provide approval only for expenses that comply with all aspects of this policy. Where an authorizer exercises managerial discretion they are required to document their rationale and attach it to the expense claim so that it is filed together with the claim. When a situation arises and discretion is exercised, authorizers should consider whether the request is:

- Able to stand up to scrutiny by the hospital's external auditors and the general public;
- Properly explained and documented;
- Fair and equitable;
- Reasonable; and
- Appropriate

Expenses of a personal nature shall not be reimbursed. Personal expenses include but are not limited to:

1. Passports and travel documents.
2. Expenses resulting from unlawful conduct.
3. Traffic and parking violations incurred while driving on Southlake business.
4. Cell phone and data plan expenses where the user has exceeded the amount provided for in the Southlake approved plan due to personal usage (e.g. text messages and the cost of phone calls where the amount of personal calls has caused the user to exceed the maximum allowed under the Southlake approved plan).
5. Recreational purposes (e.g. video rentals, mini-bars, special facilities charges, entertainment not directly related to hospital business, etc.)
6. Personal items not required to conduct Southlake business.
7. Memberships to reward programs or clubs (e.g. travel points or cash rebate credit cards).
8. Social events that do not constitute hospitality as described elsewhere in this policy.
9. Alcoholic drinks, unless part of hospitality as described elsewhere in this policy.
10. Expenses incurred due to the presence of friends or family members, unless part of hospitality as described elsewhere in this policy.
11. Hotel expenses incurred because of failure to cancel a reservation.
12. Credit card fees and late payment charges where the claimant did not submit their claim within Accounts Payable timelines for payment by the Purchasing Agent.
13. Additional surcharges such as premiums for failure to refill fuel in a rental car.

Under no circumstances can hospitality, incidental or food expense be considered allowable expenses for consultants or contractors in any contract between Southlake and a consultant or contractor. Therefore, a consultant or contractor cannot claim or be reimbursed for such expenses, including meals, snacks and beverages, gratuities, valet services, personal telephone calls, laundry or dry cleaning, dependent's care or home management.

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it and should be included with itemized receipts as part of the billing from the consultant or contractor.

## **1. METHOD OF REIMBURSEMENT**

- a. All claims for expense reimbursement must be submitted on the Purchasing Agent's Payment Request Form. Forms can be found on the Purchasing Agent's Home page which is linked in the Purchasing Agent's section of the Southlake Intranet.
- b. Forms must have a valid Functional Centre number and Expense Object Code number, clearly state to whom the payment should be made, be accompanied by original itemized receipts and state the business purpose for the expenditure.
- c. If the individual seeking reimbursement incurred costs on behalf of other individuals (e.g. meals purchased on behalf of clients or other staff members), the names and titles of those individuals should be included.
- d. No individual should approve his or her own expenses, or that of a subordinate who has paid for travel, meals, etc, expensed to the authorizer's benefit.
- e. The form must be signed by the claimant requesting reimbursement and the claimant's supervisor if the total is within their authorization limit and there is no conflict as stated in (d) above. If the reimbursement exceeds the approval level of the immediate supervisor or there is conflict as stated in (d) above, then the form must be authorized by a person who has sufficient authority for the functional centre and / or does not have such a conflict (e.g. Director, VP, CEO).
- f. Authorized Expense Reimbursement Claim not exceeding \$50.00 may be brought to the cashier for reimbursement. Refer to Petty Cash Policy for weekly reimbursement maximum.
- g. Expense Reimbursement Claims over \$50.00, must be e-mailed to Purchasing Agent at [ap@cohpa.ca](mailto:ap@cohpa.ca) using the submit button on the form. The authorized hard copy of the Expense Reimbursement Claim accompanied by original itemized receipts must be sent to Southlake Finance Department for review and will be couriered to the Purchasing Agent

for processing. Expense claims will not be paid unless both the e-mailed and authorized hard copy of the claim has been received by the Purchasing Agent and there are no discrepancies between the two documents.

- h. For the preparation of expense reports and where the expenses are incurred outside of Canada, the local currency should be converted to a Canadian dollar equivalent for the same day the expense was incurred using the exchange rate published daily by the Bank of Canada. (<http://www.bankofcanada.ca/en/rates/converter.html>).

## **2. TRAVEL and TRANSPORTATION**

### **a. General Principles for Travel and Transportation:**

- i. Where a number of staff members are attending the same function, shared travel should be considered and required where possible and practical.
- ii. The mode of transportation chosen – air, train, or car, should be that which enables the individual to attend to Southlake business with the least cost to the hospital, consistent with the least amount of interruption to the individual's regular business and personal schedule. Consideration should be taken as to the length of time away from the workplace.
- iii. Basic economy / coach fares will be paid by the hospital. Any upgrades will be the responsibility of the claimant.
- iv. Travel with others not related to the business purpose of the expense (e.g. spouse or friend), including meals and cancellation fees, are not covered and must be for paid for by the claimant.
- v. When personal travel is combined with hospital business travel, the claimant will be reimbursed for only the business portion of the trip at the lowest available fare.
- vi. Personal travel does not include travel to or from home when traveling for business.
- vii. In the event that travel is canceled, any travel expenses that have been reimbursed to the claimant by the vendor, including but not limited to the cost of train, bus or flight tickets, must be reimbursed to the hospital within thirty (30) days of such cancellation.
- viii. Travel arrangements for air, train and accommodations should be made with the hospital designated travel agent to ensure the appropriate hospital approvals are in place prior to booking, to take advantage of bulk purchasing, to ensure compliance with hospital policy, and to reduce the amount of administrative work performed by hospital staff in relation to travel. The hospital designated travel agent is YYZ Travel. Contact [purchasing@southlakeregional.org](mailto:purchasing@southlakeregional.org) for details.
- ix. It is the responsibility of the traveler to cancel or reschedule any confirmed reservations and registrations related to travel for Southlake business. YYZ travel should be contacted to assist in this regard. Only expenses related to the cancellation or rescheduling due to unavoidable circumstances will be reimbursed.

Unavoidable circumstances include:

- Unexpected death or life threatening event of traveler's spouse or immediate family member
- Medical emergency for traveler
- Event cancellation or rescheduling by the organizers
- A "No fly/travel" advisory
- The traveler is subpoenaed as a witness or juror in a case
- Involuntary loss of permanent employment
- Hospital work requirements dictate the cancellation of the trip authorized by the traveler's immediate supervisor and Vice President

### **b. Travel by Vehicle**

When road transportation is the most practical and economical way to travel, the order of preference is:

1. Personal vehicle when a personal vehicle is more economical than use of a rental vehicle or taxi.
2. Rental vehicle when a rental vehicle is more economical than use of a personal vehicle or taxi.
3. Taxi when a taxi is more economical than use of a personal or rental vehicle.

The use of toll highways, including but not limited to Highway 407 (ETR) is restricted where possible, and the use of such routes should be subject to supervisor approval.

#### i. Personal Vehicles

- The traveler will ensure that he/she has a valid driver's license.
- It is the policy of Southlake to reimburse employees for the use of a personal vehicle for authorized travel expenses related to hospital business by actual mileage at a per kilometre rate.
- Reimbursement rates are meant to cover not only gasoline but also a fair share of wear, tear, maintenance and repairs, depreciation, insurance and roadside assistance (i.e. CAA) on the vehicle.
- Incidental costs such as wind shield washer fluid or a car wash will not be reimbursed under any circumstances.
- Personal vehicles used on 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*. Drivers must satisfy themselves whether their motor vehicle insurance coverage will include business use of their vehicles. The hospital will not reimburse costs of collision and liability coverage or any premiums associated with business use of a personal vehicle.
- For greater clarity, the hospital assumes no financial responsibility for privately owned vehicles other than paying the kilometre rate when used for hospital business. Those driving a personal vehicle on hospital business cannot make a claim to the hospital for damages as a result of a collision.
- Receipts for parking charges and applicable bridge or highway tolls must be submitted with expense reports.
- Mileage is to be measured from Southlake or from its offsite locations to the destination, unless the mileage from the employee's home to the destination is less. For clarity, an employee is not eligible to claim mileage where travel distance to or from home to the destination is less than the distance from the employee's home to the employee's usual place of work (i.e. Southlake or one of its offsite locations). The intent of this policy is that mileage is not eligible for reimbursement where the distance traveled is within the daily distance the employee would have normally traveled to and from their home to their place of work.
- A list of common destinations and the distance in kilometers as measured from Southlake is provided at [Appendix B](#).

**The mileage reimbursement rate is \$0.42 per kilometre.**

#### ii. Rental Vehicles

- Rental of compact or mid-size vehicles is encouraged and claimant will take all reasonable steps to obtain the most economical rate available.
- Consideration may be given for a car rental upgrade based on the number of passengers, weather conditions, accessibility considerations and other safety reasons. However, all luxury and sports car rentals are expressly prohibited.
- Receipts for gasoline purchases, parking lot charges and applicable bridge or highway tolls must be submitted with expense reports.

It is the responsibility of the employee to ensure the rental car is full of fuel before returning it to the rental company. Gas purchase surcharges from rental companies for failure to refuel will not be reimbursed.

#### iii. Taxis

The use of taxis should be reasonable. Examples of when taxis may be appropriate include:

- Situations requiring transportation between stations or airports and the hospital.
- Situations requiring transportation between stations or airports and a claimant's home.
- Transportation from the hospital to home well after normal working hours where other forms of transportation (including public transit) are unavailable or are determined to be unreasonable.
- Transportation home from a staff event, or an event supporting hospital business.
- When it is at the discretion of a staff member's supervisor.

**c. Travel by Train or Bus**

- i. It is expected that claimant's will choose the most economical and direct form of transportation by train or bus. Costs of economy travel will be reimbursed. Whenever possible, travel arrangements should be made at least 7 days in advance to ensure availability of economy class seats and the best price.
- ii. Travel arrangements for this mode of transportation must be made with the Hospital authorized travel agent as per Section 2.a.vii. of this policy unless circumstances make it unreasonable to do so (e.g. emergency arrangements).

**d. Travel by Air**

- i. Staff may travel by air for trips that are beyond reasonable driving distance. Prior approval for all travel by air must be obtained in accordance with [Appendix A](#).
- ii. The hospital will reimburse the cost of economy class only for all air travel. The hospital shall not be responsible for fees for advanced seat selection for air travel. The cost of one checked baggage item will be permitted where the business portion of authorized travel exceeds three nights.
- iii. It is expected that claimants will take all reasonable steps to obtain maximum savings on air travel expenses within reasonable limits. Every effort should be made to book in advance to take advantage of discounted fares and to obtain the lowest fares compatible with necessary travel requirements.
- iv. The original boarding pass/passes and ticket/E-ticket must be attached to the expense report for each segment of travel.
- v. Travel arrangements for this mode of transportation must be made with the Hospital authorized travel agent as per Section 2.a.viii. of this policy unless circumstances make it unreasonable to do so (e.g. emergency arrangements).

**3. MEAL ALLOWANCES and ALCOHOL**

- i. Claimants are reimbursed for reasonable meal expenses, subject to approval by the claimant's supervisor, if expenditures are incurred while the claimant is away from his or her place of work on hospital business (i.e. more than 25 km from the hospital). When traveling on hospital business, the claimant may also be reimbursed for reasonable meal expenses when the claimant is required to work during or through normal meal periods.

Claimants and authorizers should use the following guideline for reasonableness for meal expenses:

- A \$60 daily maximum (covers breakfast, lunch and dinner) to include taxes and gratuities not exceeding 15%. Itemized receipts must be provided with claims for reimbursement of actual meal expenses.
  - Due to the frequency of business travel to the United States, a daily maximum for meals incurred in that jurisdiction will be \$60 U.S. to include taxes and gratuities not exceeding 15%.
- ii. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by an itemized receipt accompanying the claim.
  - iii. No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.
  - iv. When a claimant is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance. The highest ranking member of staff should pay and claim for the meal expenditures.
  - v. Alcohol is not permitted to be claimed as part of travel or meal expense claim under any circumstances.

**4. ACCOMMODATIONS**

- a. Claimants shall use the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. No reimbursement will be made for suites, executive floors, or concierge levels.
- b. Accommodation arrangements shall be made with the Hospital authorized travel agent as per Section 2.a.viii. of this policy unless circumstances make it unreasonable to do so.

- (e.g. emergency arrangements)
- c. Claimants are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A detailed copy of the hotel bill must be attached to the expense report.
  - d. Claimants will generally not be reimbursed for entertainment, laundry service, pay TV or movies, or special facility charges. (i.e. fitness clubs & spa facilities) Exceptions to this may be granted only by the VP or CEO and should only be considered where claimants are required to be away for business purposes for at least five consecutive nights.
  - e. Long-distance telephone business calls are reimbursed, however discretion should be used in the frequency and length. Reimbursement will be made for reasonable costs for personal calls home for each night away (guideline: 15 minutes per night away). Whenever possible, the most cost effective method should be used (e.g. hospital issued cell phone or calling cards) in order to minimize costs.
  - f. Standard tips and gratuities are reimbursable, but should be documented on the expense report and are subject to a 15% maximum.
  - g. While travelling on hospital business, additional business expenses not otherwise covered will be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable and related to hospital business.
  - h. The hospital expects discretion to be applied with any expenses incurred and reserves the right to limit reimbursement to reasonable costs.
  - i. Costs associated with extended stays for personal non-business related stays will not be reimbursed.

## 5. HOSPITALITY

As stated earlier in this policy hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities paid out of public funds to persons who are not engaged to work for:

- Designated BPS organizations, or
- Any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expense Directive.

Activities involving only those people in the organizations listed above are not considered hospitality and cannot be reimbursed. This means that hospitality can never be offered solely for the benefit of persons employed by the hospital, other designated BPS organizations or persons covered by the OPS Travel, Meal and Hospitality Expense Directive. Examples would be office social events, holiday lunches and retirement parties.

Hospitality may be extended on behalf of the hospital when:

- Engaging representatives of other hospitals, the government, the broader public sector, industry, public interest groups or union representatives in discussion of hospital matters
- Sponsoring formal conferences for representatives of health service provider organizations, or for government, business or labour groups
- Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the hospital sector or the workings of the organization
- Honoring distinguished persons from the health care sector in recognition of exceptional public service
- Conducting prestigious ceremonies that are attended by government, and/or distinguished persons from the private or public sector

However, all claimants and supervisors approving expense claims must consider the following for all hospitality related expenses:

- a. Hospitality expenses shall only be reimbursable if a reasonable ratio of staff to persons who are not engaged in work for the hospital is demonstrable.
- b. Hospitality shall be extended in an economical, consistent and appropriate way when it will facilitate hospital business or is considered desirable as a matter of courtesy.
- c. Functions that are exceptions to the above must have prior approval of the CEO or the VP.
- d. Where hospitality events are extended by the hospital, and where the guests include

vendors (current or prospective), staff shall consult with their immediate supervisor to ensure that the event does not give, or is not perceived to give, preferential treatment to any vendor. Staff and supervisors should consult Southlake policy on Conflict of Interest for reference in this matter.

- e. A decision to provide alcohol as part of hospitality must be made and communicated in advance and in writing by the CEO or the Board Chair and should be consistent with the principles of this expense policy. The CEO or Board Chair may place explicit limitations on the amount that may be reimbursed for alcohol related expenses.
- f. If prior approval is granted, alcohol shall be provided in a responsible manner (i.e. food must be served where alcohol is available).

For greater certainty, only the following corporate events hosting hospital staff will be financed and permitted:

#### Staff Events

- Recognition BBQ
- Other parties and events as approved by the Administrative Management Committee (AMC)

Staff events at the program or departmental level must be approved by the organizing department's Vice President. All approved staff events must conform to a budget with a final reconciliation subject to review by the respective Vice President and/or AMC.

All other staff events must be paid for by staff and the activities must take place during a time period that does not disrupt the regular operations of the Hospital.

#### Staff Recognition

All staff recognition events must be in compliance with Southlake's corporate recognition program. The following staff events will be financed by the corporation and/or its sponsors:

- Celebrating Loyalty at Southlake Awards event
- Celebrating Excellence at Southlake Awards event

#### Gifts to Staff

All gifts presented to staff by the hospital must be in compliance with Southlake's corporate recognition program. Only long-service gifts and those approved by AMC will be financed by the corporation and /or its sponsors.

In addition to the above, every Director is permitted to approve expenses up to a maximum of \$1,000 annually, for their program specific related expenses, including but not necessarily limited to flowers for staff related to bereavement, gift for invited outside speaker, Nursing week, etc. The expenses must be within departmental budgets and not exceeding the limits that may be set by AMC from time to time. Expenses must not include alcohol. Any planned expenditure above the annual \$1,000 limit must be approved by the respective Vice President.

### **6. COMPENSATION WHILE TRAVELLING ON APPROVED HOSPITAL BUSINESS**

Employees who are away from the hospital for approved business activities during their regularly scheduled hours of work (e.g. for site visits, education events) shall not lose regular earnings as a result of such attendance. Full time employees shall receive regular pay for only their regularly scheduled hours of work that would have occurred had they been at the hospital. Part time employees shall receive regular pay for their regularly scheduled hours of work, as well as regular pay for those days participating in the site visit if not scheduled to work, to a maximum of their regular shift hours. Travel time is not compensated, even when this may fall outside of the employees' regularly scheduled hours of work. It is also understood that total hours paid will not exceed 37.5 hours per week and that overtime premium does not apply.

#### **References:**

- Ontario Ministry of Finance, *Broader Public Sector Expenses Directive*  
<http://www.fin.gov.on.ca/en/bpssupplychain/documents/bps/expenses%20directive.html>
- Ontario Ministry of Government Services, *Travel, Meals and Hospitality Expenses Directive*  
<http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD%20080798.HTML>

**APPENDIX A - AUTHORIZATION MATRIX FOR EXPENSE CLAIMS**

**AUTHORIZATION OF EXPENSE CLAIMS**

All expense claims must be authorized by the claimant's supervisor, or higher, and all persons authorizing an expense claim must hold the title of Manager, or higher. For example, a Manager requesting reimbursement for expenses must seek approval from their Director; a Director seeking approval for an expense claim must seek such approval from their VP, etc.

No individual can authorize his or her own expenses, or that of a subordinate that has paid for meals, travel, etc. expensed for the authorizers benefit. For example, a Director cannot authorize an expense claim for a Manager where the Manager has expensed a meal at which the Director was present. In such cases, the expense claim shall be authorized by a VP or higher.

The authority levels above may be delegated but only to a person with a similar or higher position of authority within the hospital. For example, a Manager cannot delegate their authority to a Coordinator, however they may delegate approval to another Manager provided that person has sufficient knowledge to make a reasonable assessment of the validity of the expense claim presented. Delegation should only be used in limited circumstance (e.g. if one person is providing vacation coverage for another).

**TRAVEL**

The following chart illustrates the minimum authorization required for travel for all persons covered under this policy. Authorization for **ALL AIR TRAVEL AND ANY TRAVEL OUTSIDE OF ONTARIO** must be provided in writing in advance of booking and attached to an expense claim, if applicable. Authorization of air and train travel is evidenced through an approved Travel Authorization Request Form (SL2415). Such authorization is required **REGARDLESS OF WHO IS INCURRING THE EXPENSE FOR THE TRAVEL** (e.g. a vendor may pay the costs associated with travelling for a site visit - the approval process outlined below is still required).

Role	Travel in Ontario	Travel elsewhere in Canada & Continental USA	International Travel
<b>Approval Required</b>			
<b>CEO</b>	Not applicable	Not applicable	Board Chair
<b>VP / COO / Chief of Staff</b>	Not applicable	CEO	CEO
<b>Other Staff &amp; Physician</b>	Supervisor	VP or COO or Chief of Staff	VP or COO or Chief of Staff

**APPENDIX B – COMMON DESTINATIONS AS MEASURED FROM SOUTHLAKE**

Mileage is provided from Southlake Regional Health Centre to frequently traveled destinations without the use of toll roads:

Destination	One Way Trip	Round Trip
<b>Central LHIN Providers:</b>		
<ul style="list-style-type: none"> <li>● Central LHIN Head Office</li> <li>● Humber River Regional Hospital</li> <li>● Mackenzie Health</li> <li>● Markham Stouffville Hospital (Markham)</li> <li>● Markham Stouffville Hospital (Uxbridge)</li> <li>● North York General Hospital</li> </ul>	<ul style="list-style-type: none"> <li>● 28 kms</li> <li>● 50 kms</li> <li>● 33 kms</li> <li>● 38 kms</li> <li>● 30 kms</li> <li>● 39 kms</li> </ul>	<ul style="list-style-type: none"> <li>● 56 kms</li> <li>● 100 kms</li> <li>● 66 kms</li> <li>● 76 kms</li> <li>● 60 kms</li> <li>● 78 kms</li> </ul>

● Stevenson Memorial Hospital	● 51 kms	● 102 kms
● Downtown Toronto Core (Union Station)	● 57 kms	● 104 kms
● Plexxus Richmond Hill (former COHPA)	● 26 kms	● 52 kms
● Royal Victoria Regional Health Centre	● 59 kms	● 118 kms
● Toronto Pearson International Airport	● 57 kms	● 104 kms

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