

Sample STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.21.ON
Section:	Employment	Issued:	Dec. 2, 2019
Subject:	BUSINESS TRAVEL EXPENSES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	HS-03
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 From time to time it may be necessary for some employees to travel for business purposes. The **Community Resource Centre** will reimburse employees for customary expenses directly related to approved business travel upon submission of a Travel Expense Report, appropriate receipts and other required documentation.
- 1.02 Where it is cost effective and/or more efficient for the employee to travel by air or rail, the **Community Resource Centre** will book and pay for fares directly.
- 1.03 When employees travel for a full normal working day, including overnight, they are eligible to have meal expenses reimbursed upon production of receipts, in accordance with the Broader Public Sector Accountability Guidelines.
- 1.04 The **Community Resource Centre** will not reimburse any amounts for alcoholic beverages, or personal entertainment, sightseeing, long distance phone calls or other personal expenses.
- 1.05 Where employees must use personal vehicles for business travel, mileage allowances will be paid for documented mileage, based on the shortest practicable route, in the amount of **\$0.46** per kilometre. Distances travelled from the employee's home to the **Community Resource Centre** are not considered business travel and will not be reimbursed.
- 1.06 With the exception of commuting time, any time a person spends travelling (irrespective of the mode of transportation) for the purpose of getting to or from somewhere where work will be performed, will be counted as hours of work.
- 1.07 Employees travelling outside of the country for business purposes must take all reasonable steps to protect organization property (intellectual and physical) from loss. Additionally, they must take all reasonable steps to familiarize themselves with local laws and customs and will protect themselves from engaging in behaviours or circumstances which may place the employee at risk.

2 PURPOSE

- 2.01 The purpose of this policy is:
- to establish a uniform method of reporting, charging, reimbursing and accounting for employee business expenses;
 - to identify allowable expenses that will be reimbursed;
 - to establish if travel time is counted as work; and
 - to improve the management and control of travel expenses incurred on organization business.

3 SCOPE

- 3.01 This policy applies to all employees who travel for approved business purposes.

Sample STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.21.ON
Section:	Employment	Issued:	Dec. 2, 2019
Subject:	BUSINESS TRAVEL EXPENSES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	2 of 3
		Replaces:	HS-03
Issued by:	Community Resource Centre	Issued:	Feb 2017

4 RESPONSIBILITY

- 4.01 It is the Supervisor's responsibility to approve the purpose, length and mode of business travel for employees.
- 4.02 It is the employee's responsibility to acquire Supervisor approvals for all business travel and once approved, to submit receipts, an Expense Claim Form, and other required expense documentation to his or her Supervisor for approval and business travel expense reimbursement.

5 DEFINITIONS

None.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Income Tax Act (Canada) and Regulations
Employment Standard Act, 2000 and Regulations (Ontario)

7 PROCEDURE

- 7.01 Whenever possible, employees must have expenses approved by their Supervisors prior to commencing travel. This includes mode of travel, approximate mileage, meal, hours of work and accommodation expenses, etc.
- 7.02 In most cases, the authorized mode of travel will be the least expensive; however, Supervisors may consider travel schedules, convenience and travel time when making this decision.
- 7.03 Where possible, the **Community Resource Centre** will book and pay for rail, airfare and/or hotel accommodations directly.
- 7.04 All claims for reimbursement including meals, accommodation, fares, parking, tolls, etc. must be accompanied by original receipts, a completed and authorized Expense Claim Form, other required expense documentation (if any) and proof of Supervisor authorization and be submitted to Accounts Payable.
- 7.05 When personal vehicles are used, employees must provide proof of insurance to their Supervisors prior to travelling. Employees must make note of the kilometres driven as well as the date and reason for each trip.
- 7.06 Prior to travelling outside of Canada employees must take reasonable steps to ensure that organization property is protected from loss. This includes backing up electronic data, deleting

Sample STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.21.ON
Section:	Employment	Issued:	Dec. 2, 2019
Subject:	BUSINESS TRAVEL EXPENSES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	3 of 3
		Replaces:	HS-03
Issued by:	Community Resource Centre	Issued:	Feb 2017

non-essential and/or confidential organization data from portable electronic devices, such as laptop computers, which the employee intends to take on the trip.

- 7.07 Any time a person spends travelling on business (other than a normal commute) is time "worked" for the purposes of determining employee overtime entitlement.
- 7.08 When travel involves a Saturday, Sunday and/or a Holiday, expenses incurred will be reimbursed as if it were a normal business day. Sightseeing and other personal expenses will not be reimbursed.
- 7.09 In the event an employee who is travelling on organization business in a personal, rental or company vehicle is involved in a collision,
- Make sure no one is injured. If there are injuries, call for medical assistance immediately (police, fire, emergency services, etc.).
 - Report the accident to the police. A police report will assist in filing an accident claim with the insurance company.
 - Do not admit liability for the accident.
 - Obtain the names, addresses and telephone numbers of any witnesses.
 - Exchange important information (name, address, telephone, insurance policy number and company, etc. with all parties involved (including witnesses).
 - Make a diagram of the accident site noting all details such as traffic lights, traffic signs, the directions in which the vehicles were travelling, traffic congestion, time of day of the accident, etc.
 - Report the accident as soon as possible to your supervisor.
 - Report the accident to your insurance company as soon as possible after the accident.
- 7.13 Disregard for this policy and procedure, falsifying of expense reports and/or supporting documentation, or other misappropriation of funds will be subject to disciplinary action, up to and including termination of employment for cause.