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<u>EXECUTIVE SPONSORSHIP</u> President and Chief Executive Officer	<u>INITIALLY RELEASED DATE</u> June 2002	<u>VERSION DATE</u> February 2023

INTENT / POLICY

This policy, unless otherwise specified under the terms of a collective agreement or Terms and Conditions of Employment, applies to all employees of Fraser Health (including staff, medical staff, contracted physicians, consultants and any other person authorized by the Fraser Health Authority for expenses incurred while on Fraser Health business). Any exceptions to this policy must be approved by a member of the Executive Team.

STANDARDS

Expense claims should provide equitable reimbursement to employees for travel and business expenses incurred in the conduct of Fraser Health business and must be submitted for reimbursement within thirty (30) days of the completion of travel or receipt of the itemized bill incurred as a result of travel.

Travel out of the Province of British Columbia requires prior authorization by a member of the Executive Team. In the case of a Vice President's travel, approval must be received from the President and Chief Executive Officer. In the case of the President and Chief Executive Officer's travel, approval must be received from the Board Chair of Fraser Health.

Original itemized receipts or proof of purchase must accompany expense claims in order to be reimbursed except as noted below for out of province meals. Credit card statements and credit card receipts are not acceptable as proof of purchase. In the unusual circumstance, that proof of purchase is not available, this requirement may be waived by a member of the Executive Team.

Claims must be made on the appropriate form and must be approved by the employee's supervisor in accordance with the Fraser Health [Signing Authority - Policy](#). Expense claims of the President and Chief Executive Officer will be approved by the Board Chair of Fraser Health.

Any expense claims deemed to be excessive will be forwarded to an Executive Team member for review.

Requests for travel advances must be submitted to Accounting Services at least two (2) weeks prior to departure. Advances must be reconciled with expense claims and unused balances repaid within 30 days of the completion of travel.

Employees who travel on scheduled days off or beyond normal working hours will not be paid overtime or receive equivalent time off. Flexibility of work time hours may be considered.

All credits, discounts or refunds received by employees while travelling on Fraser Health business shall be used to reduce Fraser Health travel costs.

Rates to be paid under this policy will be reviewed annually. Where a collective agreement reflects a rate of reimbursement different from that specified, the collective agreement rates will apply.

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DEFINITIONS

Employee: Staff, medical staff, contracted physician, consultant and any other person authorized by the Fraser Health Authority for expenses incurred while on Fraser Health business.

Executive Team: Includes the President and Chief Executive Officer, the Chief Financial Officer and Vice Presidents.

Local Travel: Travel within the Lower Mainland/Fraser Valley area. This area includes all geographical regions administered by Fraser Health and Vancouver Coastal Health with the exception of the Central Coast (Bella Bella and Bella Coola).

Out of Province Travel: Travel outside of the Province of British Columbia.

PROCEDURE

Claim Forms

The Employee Expense Report form must be used to claim advances, document approval and submit requests for reimbursement of expense claims.

Local Expenses

The following expenses will be reimbursed for local travel in the Lower Mainland/Fraser Valley area:

- **Private Vehicles** - Private vehicles include gasoline, diesel, electric and hybrid powered vehicles that are owned, rented or shared (car sharing) and will be reimbursed at the kilometre (KM) rate in effect at the time of travel. This rate is charged when travelling from the original work destination to another work destination on the same day, travelling the shortest distance route. For distances between sites, refer to the Distance Chart currently in effect at the time of travel. Traffic fines will not be reimbursed.

Employees may not claim kilometres travelled by the employee from their residence to their regular work site.

If an employee proceeds directly to a business location other than their regular work site and the business location is further than their regular work site, they may claim only kilometres travelled which exceed the distance between their residence and their regular work site.

If an employee proceeds directly to their residence at the end of the day from a location other than their regular work site, they may only claim kilometres travelled which exceed the distance from their regular work site and their residence.

- **Parking** - Actual costs at locations other than at normal work sites will be reimbursed. Parking fines will not be reimbursed.
- **Ground Transportation** - Actual costs for transit (such as bus or SkyTrain) for business related travel will be reimbursed for the amount, which exceeds the cost to transit to their regular work site. Business related taxi travel (and other ride hailing services such as Uber and Lyft) will be reimbursed.

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- **Meals** - Meals for local travel will generally not be reimbursed. Any exception must be approved by the responsible Executive Team member and must relate to a specific work requirement. See "[Out of Town Expenses](#)" for further guidelines. Expense claims will not be permitted for alcohol purchased.
- **Accommodations** - Accommodations for local travel will not generally be reimbursed. Any exception must be approved by the responsible Executive Team member and must relate to a specific work requirement. See "[Out of Town Expenses](#)" for further guidelines.

Out of Town Expenses

Where expenses are incurred outside of the Lower Mainland/Fraser Valley, individuals are expected to use the most direct and economical route. The following expenses will be reimbursed:

- **Private Vehicles** - include gasoline, diesel, electric and hybrid powered vehicles that are owned, rented or shared (car sharing) and will be reimbursed at the kilometre (KM) rate in effect at the time of travel. Mileage reimbursements shall not exceed the cost of the lowest reasonable airfare. Traffic fines will not be reimbursed.
- **Ground Transportation** - Business related taxi travel (and other ride hailing services such as Uber and Lyft) will be reimbursed. Where taxi travel is not economical, costs for sub-compact or compact rental cars will be reimbursed. If there are three (3) or more employees travelling together or bulky or heavy equipment is being transported, a mid-size car may be rented. Car rentals should include a "collision damage waiver" policy. Car rentals should be obtained at the lowest reasonable corporate/government rates. Car sharing options (such as car2go or Evo) are also viable.
- **Ferry** - The full cost of ferry travel will be reimbursed. The cost of using the Reservation System or Assured Loading Tickets (ALT) is an allowable expense although these should only be used when absolutely necessary. ALT's should be obtained only when a department's travel volume justifies the purchase. Procedures must be established to safeguard these tickets and to monitor their use within any department that obtains ALT's.
- **Parking** - Actual costs at locations other than normal work sites will be reimbursed. Parking fines will not be reimbursed.
- **Meals** - Meal expenses will be reimbursed upon presentation of original itemized receipts (except as noted below for out of province meals). Expense claims will not be permitted for individuals other than the employee nor for alcohol purchased. Amounts in excess of the maximums will require approval from the responsible Executive Team member. The maximum amounts claimable (including tip and tax) are as follows:
 - Breakfast \$12.00
 - Lunch \$15.00
 - Dinner \$25.00

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- **Out of Province Meals** - For out of province travel, meal expenses can be reimbursed by claiming per diem meal allowances based on the maximum amounts claimable for meals noted above. No receipts are required.

When travelling in the United States, the maximum amounts claimable are in American dollars (e.g. the maximum amount claimable for breakfast in the United States is USD12). When travelling outside of Canada or the United States, the maximum amounts claimable are the amounts above in Canadian dollars converted to the local currency.

If travel is for a partial day, only meals that relate to the travel portion of the day are claimed as a meal allowance.

If a meal is provided (e.g. included in a conference), no meal allowance related to that meal may be claimed.

- **Air Travel** - The lowest reasonable airfares providing the best value are to be obtained for all flights and flights should be booked as soon as the destination and travel dates/times are known in order to obtain early booking discounts. The traveler must arrange for any modifications to this and additional costs for upgrading the ticket will be borne by the traveler, except as expressly authorized by the President and Chief Executive Officer or designate. Alternate departure times which would lower expenses should be considered if business plans are not significantly affected. Employees who use their personal vehicles for travel to the airport will be reimbursed for the mileage and parking at the current rate and the total must not exceed the cost of alternate transportation means.
- **Accommodations**- Reimbursement for overnight stays will be at the lowest corporate/government rate at a hotel close to the business site. Various costs associated with hotel stays, such as business telephone and parking, will be reimbursed. No entertainment costs will be reimbursed.
- **Travel Documents** - Employees are expected to have the appropriate travel documents for out-of-country travel. Expenses for obtaining a passport or other travel documents will not be reimbursed.

Other Business Expenses

Employees may incur expenses while on Fraser Health business that are not associated with travel:

Restaurant Meals - Employees may attend meetings with outside business associates at a restaurant. In such circumstances, meal expenses for the employee and for non-Fraser Health business associates will be reimbursed (see "[Out of Town Expenses](#)" for the maximum allowable claims) upon presentation of itemized receipts. Claims must be made by the most senior Fraser Health staff in attendance. The business purpose along with the name and affiliation of all individuals attending must be recorded on the receipt. Expense claims will not be permitted for alcohol purchased. Amounts in excess of the maximums require approval from the responsible Executive Team member. Meal expenses at a restaurant for meetings or entertainment where only Fraser Health employees are present will not be reimbursed. This includes seasonal celebrations or meals.

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- **Catered Meals** - Catered meals, including seasonal celebrations, will generally not be reimbursed. There may be rare circumstances where employees may attend meetings on Fraser Health premises over a meal break where catering is provided to the group. In this circumstance, the catered meal must be approved by the responsible Executive Team member and be paid by the most senior Fraser Health staff in attendance and will be reimbursed up to the maximum amount claimable (see “Out of Town Expenses” for the maximums) upon presentation of itemized receipts.
- **Employee Recognition Meals and Gifts** - In extraordinary situations, food and/or gifts for employee recognition may be provided to employees to celebrate the completion of a particularly challenging project or successful handling of a difficult work-related situation. Recognition food and gifts, to a maximum of \$40 per event, will be reimbursed upon presentation of itemized receipts. Amounts in excess of \$40 per event must be approved by an Executive Director. Items that are available through the Fraser Health Recognition e-Store are excluded. Claims must be made by the most senior Fraser Health staff in attendance, at a minimum the department Manager, and must clearly state the reason for the recognition event.

Employee recognition food, meals and gifts (including gift cards that are not obtained through the Fraser Health Recognition e-Store) provided in any other circumstance will not be reimbursed. This would include seasonal celebrations such as Christmas, gifts for new or sick employees, gifts for life events, and long service gifts.

Retirement gifts and catering retirement events are addressed in the Retirement Recognition guidelines.

- **Near-Cash Items** - Examples of near-cash items include gift cards, gift certificates, prepaid credit cards and preloaded cards (e.g. preloaded TransLink Compass cards).

Near-cash items are to be purchased and distributed only for the following purposes:

- Tokens of appreciation for visitors or volunteers (e.g. speaker at an event, seminar cohort)
- Incentives to social work clients to attend appointments or meetings
- Remuneration or honoraria to research participants (see “[Guidance Notes on Research Recruitment](#)”)

Claims for reimbursement of purchases of near-cash items to be distributed for the above purposes, must include the reason for the distribution and the name(s) of the recipient(s). Near-cash items purchased for other purposes are not allowable nor reimbursable. Any exception must be approved by the responsible Executive Team member and must relate to a specific work requirement.

Near-cash items should be reasonable amounts. Excessive claims will be forwarded to the Chief Executive Officer and Chief Financial Officer for review.

Near-cash items, including preloaded TransLink Compass cards, are never to be purchased for nor distributed to employees (except for recognition items obtained from the Fraser Health Recognition e-Store as mentioned above).

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Gift cards and gift certificates from a direct supplier of alcohol (e.g. B.C. or private liquor store) should never be purchased nor distributed.

Near-cash items should be purchased no more than one month before disbursement and should be properly safeguarded.

- **Non-reimbursable expenses** - An expense may be deemed non-reimbursable if the purchase is not a reasonable travel and business expense and does not comply with Fraser Health policies.

The following is a list of examples of non-reimbursable expenses:

- Goods and services that are available for purchase:
 - under an existing contract (e.g. Grand & Toy)
 - the Langley Fulfillment Centre
 - Fraser Health Print Shop or PHSA Printing Services
 - Health Informatics Service Request Portal, SHOP or other service catalogue
- Goods and services subject to standardization (e.g. office furnishings, computer equipment, tablets, mobile phones, etc.)
- Personal vehicle operating and maintenance expenses including vehicle repairs, fuel, etc.
- Personal purchases

Insurance

Vehicle Insurance - Appropriate supervisors authorizing employees to use their private vehicles on Fraser Health business are to ensure that the employees have or obtain adequate insurance coverage for this purpose.

Business use coverage is mandatory for those employees who are required to use their private vehicle for business purposes. The employee is responsible for purchasing insurance coverage, which is adequate for the vehicle's use. The cost of upgrading insurance from "to and from work" (Class 2 and 3) to "business use" (Class 7) is an allowable expense. See Vehicle Insurance guidelines on Fraser Health Pulse.

Personal Travel - The cost of out-of-country personal travel insurance is recoverable as a travel expense unless the employee is already covered for this through their extended medical plan. Contact Employee Experience to determine individual employee coverage.

Cancellation - Cancellation insurance is an allowable expense when substantial savings to Fraser Health could be realized by an employee booking a flight in advance.

Vehicle Damage Reimbursement - Insurance deductibles will not be reimbursed by Fraser Health.

Moving/Relocation Expenses

For difficult to fill positions, any agreements made during recruiting with reference to moving costs must be approved through Employee Experience. If approved, the request for reimbursement of moving/relocation expenses will be completed by the employee and submitted to Accounting Services. Before payment can be processed, the request for reimbursement will be confirmed with Employee Experience and revised for applicable general ledger codes and appropriate approval.

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DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	June 2002	Initial Policy Released
2.0	February 2003	Revision
3.0	September 2003	Revision
4.0	August 2004	Revision
5.0	January 2006	Revision
6.0	July 2009	Revision
7.0	January 2012	Revision
8.0	February 2015	Revision – Added clarity on allowable expenses
9.0	February 2020	Revision – Various including added car sharing and added near-cash items
10.0	February 2023	Revision – Approval of employee recognition meals and gifts; added clarity on non-reimbursable expenses, meal allowance and private vehicles.