

WINCHESTER DISTRICT	MANUAL: HOSPITAL	NUMBER: AS3100
MEMORIAL HOSPITAL	SECTION: Human Resources	
POLICY/PROCEDURE	SUBJECT: Travelling Expenses	DATE: August 2010

1. **POLICY:**

The Winchester District Memorial Hospital assumes the out-of-pocket travel expenses of staff members and members of the Board of Governors who may, from time to time, be called upon to travel in connection with service to the Hospital.

2. **PROCEDURE:**

2.1 **Accommodation**

Necessary hotel accommodation will be reimbursed.

2.2 **Meals**

Reasonable out-of-pocket costs for meals will be reimbursed.

2.3 **Transportation**

2.3.1 The mode of transportation chosen (air, train or car) should be that which enables the person to attend the business with the least cost to the Hospital, consistent with the least amount of interruption to the staff member's regular business and personal schedules.

2.3.2 It is the responsibility of the employee to see that adequate insurance is in effect on his/her vehicle, and for the employee's own protection, he/she should notify his/her insurance agent of the approximate mileage driven for business purposes to ensure the correct amount and type of insurance is provided.

2.3.3 If travel is by car, reimbursement will be at the mileage rate specified by the Hospital, subject to change.

2.3.4 Those using air travel will be reimbursed and it will include the costs of transportation to and from the terminal.

2.4 **Miscellaneous Items for Reimbursement**

2.4.1 **Telephone**

Necessary telephone calls occasioned by absence from base

2.4.2 **Tips**

Reasonable and necessary gratuities for service attendants and portage. Meal tips should be included with meal costs (maximum 15%).

2.4.3 **Taxi Fares**

Taxi or transportation services to and from air terminal or train station (plus gratuity).

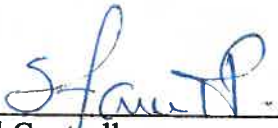
2.4.4 Parking

Charges incurred when personal car is used for Hospital business.

- 2.5 Original receipts must be attached to Expense Statement for hotel accommodation and air or train travel. Blank Expense Forms are from the Finance Office. Upon completion, expense claims are to be approved by the departmental Manager, then forwarded to the Finance Department for reimbursement.

ORIGINAL: January 1987
REVISED: October 1993, August 2010

APPROVED:



Financial Controller

Aug 31 / 10
Date



Vice President, Corporate Services

Aug 31 / 10
Date