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Approval Date	<i>April 6, 2021</i>
Revision Date	
Approved by	<i>Chair, Board of Trustees</i>
Approver Signature	
Scheduled Review Date	<i>April 2024</i>
Cross- Reference	<i>This policy replaces: 2-90 Travel Advances and Expense Claims, approved August 14, 2000. 4-50 Travel and Expense Claims, approved April 8, 2010.</i>

PURPOSE

The purpose of this policy is to contain costs and set out what is covered and how to be reimbursed for expenses while travelling on Central Health business away from the headquarters area.

SCOPE


This policy applies to all employees, physicians, students, volunteers (including Board Trustees) and agents of Central Health herein referred to as Central Health Employees.

DEFINITIONS

Allowance/Per Diem	An authorized amount that may be claimed in lieu of actual receipt for specific items, such as mileage or meals.
Expenses	The actual costs incurred supported by proof of payment.
Executive Authority	Position at the Vice-President level or higher and include the Board Chair, Vice Chair or designate of the Board.
Headquarters Area	An area within a radius of 20 kilometers from an employee's workplace.

POLICY STATEMENT(S)

This policy is in accordance with the Government of Newfoundland and Labrador Travel Policies and is intended to provide reimbursement of costs incurred by persons travelling on Central Regional Health Authority business. These will be limited to those costs considered

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reasonable in the circumstances. In circumstances where individuals incur costs not strictly covered by this policy, reimbursement will be considered pending approval by the appropriate level of executive authority.

Unless a collective agreement specifies otherwise these rules will apply to all individuals who travel on Central Health business. The most economical method of transportation consistent with an efficient use of time should be used when travelling at the expense of the organization.

Receipts shall be submitted for all expenses incurred if not directly charged to Central Health, except per diem meal and mileage rates, which shall be subject to limits as prescribed by respective collective agreements, and organization policy.

The President and Chief Executive Officer (CEO), through application of this policy ensures there is an approval process to ensure all expense claims are properly prepared, documented and approved.

At a minimum, Vice-President approval is required on all out of province travel requests.

At a minimum, the President and Chief Executive Officer (CEO) approval is required on all out of country travel requests.


All approvers of travel expenses reimbursements confirm, through their approval that the claims are consistent with this policy and that they have the appropriate authorization to approve those claims. Approval for travel authorization and expense claims will be at the next level up from the employee, exceptions to this are;

- Trustee expense claims are to be approved by Board Chair, President and CEO or CFO (VP Corporate Services)
- The Board Chair's expense claims are to be approved by the President and CEO and The VFO (VP Corporate Services)
- The President and CEO expense claims are to be approved by the Board Chair and the CFO (VP Corporate Services)

PROCEDURE

Forms

Claims for travel will be documented on the Central Health Travel Expense form, (FRM-FIN001) signed, approved by appropriate level of management and submitted to Finance for

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processing. For more information on travel claim processing, reference [Policy 2-100 Travel Claim Processing](#).

Travel Advances

Travel Advances may be authorized by the appropriate department head. All travel claims must be submitted immediately upon an individual's return to work but in any case, no later than the 10th working day following the end of the month of the date of travel; otherwise the individual will be required to refund the advance either directly or through payroll deduction. ([FRMFIN007- Travel Authorization](#))

Automobile Rentals

Rates have been negotiated with car rental agencies and should be taken advantage of whenever possible. Individuals requiring rental vehicles should contact the appropriate coordinator as designated by management. Rental vehicles will only be used where this is the most economical means of transportation available or there is no alternative means of transportation available which will allow the individual to meet the schedule required for the trip. Sub-compact or compact models will be used except as authorized by management.


Private Vehicle Usage

Central Health does not accept any liability for claims arising from the use of privately owned vehicles on Central Health business. The kilometer rate which will be used to reimburse individuals for the use of privately owned vehicles will be the rate authorized by the Province from time to time.

Travel by privately owned vehicles may be authorized when this is more economical and practical. Consideration should be given to the availability of Central Health's own vehicles. Employees will be paid for business insurance for their private vehicle if their private insurance provider requires them to have this coverage for travel on Central Health business

When employees are required to have a vehicle as a condition of employment and are so designated by the Chief Executive Officer, they may avail of the enhanced mileage rate on the first 9,000 km. Board Trustees of Central Health for the purpose of this policy are considered designated employees.

Central Health has an accident insurance policy that covers all Employees when traveling on corporate business. Employees driving Corporation owned/leased/rented vehicles are required to be approved. Approval requires completion of the [Request For Approval To Use Central Health Fleet Vehicles Form FRM-PSM007](#). This procedure would only be done upon initial

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registration with the Maintenance Department as an approved driver and from time to time at our insurer's request.

Accommodations and Meals

A single room rate at hotels will be allowed when travelling on Central Health business. Reimbursement for meals will ordinarily be limited to the rates as authorized from time to time by the Province.

An individual may make private arrangements for overnight accommodations and will be reimbursed in accordance with provincially approved rates as determined from time to time.

Claims for breakfast and dinner are reimbursable where, in the case of a claim for breakfast, the individual is required to proceed on business two hours prior the regular scheduled workday, and in the case of a claim for dinner, the individual is unable to return home or the place of employment at least two hours after the regular scheduled workday. For each full day on travel status, the maximum allowable rate for meals will be in accordance with provincially approved rates that are established from time to time.


Board Trustees of Central Health for the purpose of this policy will be paid the meal rates, incidental expenses and private accommodations as per the Treasury Board rates for Executive and Executive Support.

Air Travel

All air travel on scheduled flights will be economy class. Special discounts must be availed of where advanced booking is possible and only sickness or death would prevent individuals from maintaining such bookings. Airline bookings should be done through the designated individuals within Central Health.

Escort Duty

When employees are required to escort a client, they may claim the actual cost of meals purchased for the person being escorted. The name of the person being escorted will be given in all cases. Such claims are to be accompanied by receipts or other satisfactory proof of purchases. The maximum amount claimed must not exceed prescribed rates, which are the same as that established for employees.

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REFERENCES

Government of Newfoundland and Labrador. (2022). *Automobile Reimbursement Rates Policy*. Retrieved from: <https://www.gov.nl.ca/exec/hrs/working-with-us/auto-reimbursement>

Government of Newfoundland and Labrador. (July 4, 2014). *Meal Rates Policy*. Retrieved from: <https://www.gov.nl.ca/exec/hrs/working-with-us/meal-rates>