

# DNSSAB/NDHC

## Travel, Meal and Hospitality Policy

### Policy FIN/ADM 03

#### Amendment History

Date	Details	Board Resolution
February 2010	Original Policy	2010-037
April 2019	Adjustment to kilometre reimbursement	2019-70
January 2020	Removed alcohol and allowed personal vehicle use	2020-16
October 2020	Limited number Board members attending conferences	2020-108
January 2022	Adjust meal reimbursement	2022-06
June 2022	Adjusted meal language and mileage amount	2022-55
September 2022	Changed definitions	2022-69

#### Table of Contents

INTENT OF POLICY .....	2
SCOPE .....	2
ROLES & RESPONSIBILITIES.....	3
POLICY.....	3
Travelling and overtime .....	3
Persons Travelling Together .....	3
Approval to Travel .....	3
INSURANCE:.....	4
Travel Accident Insurance .....	4
Vehicle Insurance .....	4
TRANSPORTATION:.....	4
Road Transportation.....	4
Car Rental .....	5
Other Road Transportation.....	5
Air and Rail Travel.....	5
ACCOMMODATIONS.....	6

MEALS:.....	6
GRATUITIES .....	7
CONFERENCES: .....	7
HOSPITALITY:.....	7
Hospitality costs .....	8
Hospitality internal control .....	8
GIFTS OF APPRECIATION:.....	8
PROCEDURE/ADMINISTRATION .....	8
Non-Reimbursable Expenses.....	8
Receipts .....	9
Time Limit for Claims.....	9
Guidance on Exceptions to Rules .....	9
Principle to guide exceptions to the rules: .....	9
DEFINITIONS .....	9
SCHEDULE 1 .....	11

## **INTENT OF POLICY**

The purpose this policy is provide clarity on the manner and extent the District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) will reimburse board members, employees, and guests for travel, meal, and hospitality expenses.

Expenses must:

- Be work related,
- Be modest and appropriate,
- Demonstrate accountability and transparency. And
- Give due regard for the balance between being economical and giving due regard for health and safety.

This policy is guided by the best practices of the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet as modified for distribution to the Ministry of Community and Social Services Transfer Payment Agencies, January 2020 and the applicable DNSSAB Collective Agreement.

## **SCOPE**

This policy applies to all employees and Board members of the DNSSAB and NDHC, except where otherwise specified in the applicable DNSSAB Collective Agreement.

## **ROLES & RESPONSIBILITIES**

Board member and employees must:

- obtain advance travel and itinerary approval from appropriate authority levels for travel. Approval for Board members is through the Board Chair. The Vice-Chair is responsible for approval of the Board Chair's travel and itinerary approval. Approval must be documented via email and the approval email must be attached to any expense claims;
- use the corporate charge card for payment of expenses under this policy;
- in the event of changes, hotel and travel bookings should be cancelled within the allowable period; and,
- become familiar with, and adhere to, the provisions of this policy.

Approval authorities must:

- ensure that expenses are consistent with the principles of this Policy and comply with other relevant DNSSAB policies;
- determine and authorize when business travel is necessary;
- ensure that all travel arrangements are consistent with this Policy;
- ensure that appropriate receipts are provided to support expense claims;
- ensure that any unusual items are explained appropriately or proof is given of prior approval.

## **POLICY**

### **Travelling and overtime**

When the employee is travelling outside of regular working hours, overtime shall be incurred as described in the Human Resources Policy- Overtime. Travel that will require overtime must receive prior approval from the applicable supervisor.

### **Persons Travelling Together**

In determining the number of employees traveling together in the same vehicle (plane, train or automobile), consideration should be given to business continuity needs in order to reduce the risk of a major disruption in DNSSAB's ongoing operations.

### **Approval to Travel**

Prior approval by the appropriate authority is required for business travel by travelers according to destination:

	<b>Staff</b>	<b>Director</b>
Within district	Immediate supervisor	None
Outside district (within Ontario)	Supervisor and Manager	CAO
Out of Province	Director and CAO	CAO

## **INSURANCE**

### **Travel Accident Insurance**

Employees have basic insurance for accidental injury or accidental death including reimbursement of emergency medical expenses. Extra insurance may be purchased at the traveler's own expense.

### **Vehicle Insurance**

Employees renting a vehicle for work travel purposes must make the booking under the DNSSAB's account, not the individual employee. This ensures that the appropriate insurance coverage is in place. The rental company insurance can be waived as long as the booking has been made under DNSSAB's account.

Personal vehicles used on DNSSAB 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 should include business use of their vehicles.

The DNSSAB will not reimburse costs of business use coverage or collision and liability coverage and DNSSAB assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for DNSSAB business. The DNSSAB is not responsible for reimbursing deductible amounts related to insurance coverage. Those driving a personal vehicle on DNSSAB business cannot make claims to the DNSSAB for damages as a result of a collision.

## **TRANSPORTATION**

### **Road Transportation**

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

1. Personal vehicle only when it is more economical than use of a rental vehicle, or when travel is inside the District of Nipissing. Travelers are strongly encouraged to rent cars for business travel instead of using their own vehicle when the total distance to be driven per day will exceed 300 kilometers.

Using a personal vehicle must be approved in advance. The DNSSAB assumes no financial responsibility for personal vehicles. Employees who have approval to use their personal vehicle must keep daily logs of the kilometers used.

2. Bridge, ferry and highway tolls and necessary parking fees paid while driving on DNSSAB business will be reimbursed. Receipts must be obtained and submitted.

Accidents must be reported immediately to local law enforcement authorities, the rental car agency (if applicable), the automobile insurance company (if using a personal vehicle), and the person's immediate supervisor (and the corporate charge card company if applicable).

### **Car Rental**

The size of the rental car must be the most economical and practical required for the business task and number of occupants. Exceptions must be documented and approved by the appropriate spending authority. Luxury and sports car rentals are prohibited. The rental car must be refueled in accordance with the rental contract.

Where a traveler accumulates more than 1,600 km/month on a regular basis, the manager should investigate lower cost options. Where a traveler continues to use a personal vehicle, the rationale for this practice should be documented.

### **Other Road Transportation**

Whenever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are not required.

Taxi and ride-hailing services expenses are also justified where group travel by taxi is more economical than the total cost of travelling separately, or when there are unusually tight schedules for meetings.

### **Air and Rail Travel**

Travel by air or rail is permitted when this is the most practical and economical way to travel. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited. Only economy class seating is permitted.

## **ACCOMMODATIONS**

Reimbursement for overnight accommodation within an employee's home office area will not normally be authorized. Exceptional or emergency situations that require employees to remain close to their home office for periods long in excess of normal working hours.

Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge levels.

Private stays with family or friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging expenses is allowed. No receipt is required.

For extended stays at one location, long-term accommodation must be arranged on the approval of an immediate supervisor, to take advantage of lower weekly or monthly rates. This may include the rental of a housekeeping facility.

Reasonable gratuities for taxis will be reimbursed. Receipts are necessary to support reimbursement of these expenses.

## **MEALS FOR TRAVEL**

Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by the employee's supervisor, and in accordance with Schedule 1, if the expenditure is incurred when the employee is required to work during or through normal meal periods or when, during a normal meal period, the employee is away on DNSSAB business from his or her home office base for a distance exceeding twenty-five (25) kilometers and such travel is infrequent and occasional in nature and does not fall within their regular duties.

Itemized receipts must be provided for reimbursement. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim, and in accordance with the meal reimbursement limits in Schedule 1.

## **GRATUITIES**

Gratuities are restricted to a maximum of 15% for reimbursement. Any gratuities beyond this limit will not be reimbursed.

The limits set out in Schedule 1 are before taxes and gratuities. For example, if an employee/Board member were to purchase a lunch outside of the district and the meal cost \$25 before taxes and gratuities, the total cost for the meal would be \$32.49 (\$25 + 13% HST + 15% gratuity). The full \$32.49 would be reimbursed in accordance with this policy because the pre-tax and gratuity amount was within the stated limits. Any costs above the stated limits must be paid for personally and not with a corporate credit card. Receipts must be submitted through the Portal.

Reimbursement of meal costs must not include the reimbursement for any alcoholic beverages. 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.

## **CONFERENCES**

Employee attendance at conferences and seminars that involves overnight travel must be approved in advance by their supervisor.

Board member attendance at conferences and seminars that involves overnight travel is limited to the DNSSAB and NDHC Chairs and Vice-Chairs, and up to three (3) additional Board members from the DNSSAB Board. The exception to this rule is when either a NOSDA or OMSSA conference is occurring in the Nipissing District, in which case all Board members may be invited to attend. If the Chairs and/or Vice Chairs are unable to attend, they are able to delegate an alternate Board member to attend in their place.

## **HOSPITALITY**

The DNSSAB CAO and senior management may provide hospitality to board members, employees, working group members, guests, visitors, volunteers, and other individuals as part of the business meeting.

Meals or light refreshments provided in the course of a business meeting should be part of the business meeting, not a matter of personal convenience, whether the meeting is for internal purposes or includes external organizations. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is part of the business function.

Examples of such events:

- A meeting where there is a scheduled luncheon speaker.
- A meeting where participants work through a lunch period.
- Circumstances where it would be too time-consuming or disruptive to event continuity for participants to take a meal break away from the meeting location.

It is preferred that meetings involving employees are not to be scheduled during lunch break as employees should be given an opportunity to receive a break from work during the day.

### **Hospitality costs**

Functions should minimize costs but be consistent with:

- The status of the guest(s);
- The number of persons attending; and,
- The business purpose to be achieved.

### **Hospitality internal control**

Hosts must ensure that hospitality expenses are recorded, and records contain information for each function:

- The circumstances, including any requiring special authority;
- The form of hospitality (meal, reception, etc.);
- The cost supported by receipts;
- Names of individuals entertained, their titles and company name; and,
- Approvals by CAO or delegate.

## **GIFTS OF APPRECIATION**

Token gifts of appreciation, valued at up to \$30, may be extended to persons who are not attached to DNSSAB in exchange for pro bono services, such as the delivery of a presentation.

## **PROCEDURE/ADMINISTRATION**

### **Non-Reimbursable Expenses**

Expenses of a personal nature will not be reimbursed. Such expenses include, but are not limited to;

- recreational purposes (movie rentals, mini-bar, etc.);
- personal items;



- traffic and parking violations;
- social events that do not constitute hospitality as described above;
- alcoholic drinks
- participation of friends or family members in events and meals.

## **Receipts**

Itemized receipts must be submitted with claims. Credit card slips by themselves are insufficient to support claim for reimbursement.

## **Time Limit for Claims**

All claims must be submitted on a timely basis, and no later than 4 weeks after the date which the expense was incurred. Managers may extend this time limit using the principles to guide exceptions set out in this Policy.

## **Guidance on Exceptions to Rules**

Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this Policy. Decisions whether to approve reimbursement or to require repayment must be reviewed on a case-by-case basis.

## **Principle to guide exceptions to the rules**

When the approval authority exercises discretion in making an exception, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim.

## **DEFINITIONS**

**District of Nipissing:** The District of Nipissing as defined under Ontario Regulations 278/98 Schedule 3

**Home Office:** An employee's regular place of business, permanent location associated with their position, or other place as designated by the employer.

**Itemized Receipt:** Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be original paper, electronic or scanned copy format.

**Spending Authority:** Managers with authority and responsibility to approve the expenses subject to this policy. Spending authority must comply with the Purchasing Policy approval authority.

**Board member Travel:** Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters, except for Board members residing outside of North Bay who travel to Board meetings.

**Travel:** Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters.

**Traveller:** Employees and Board members of DNSSAB, guests and consultants.

## SCHEDULE 1

### Kilometre rates, meal reimbursement rates, and Board stipend

*(Updated June 22, 2022)*

Kilometre rate:	\$0.61 per km
Kilometre rate in excess of 5,000:	\$0.55 per km

*The above kilometre rates apply to DNSSAB Board members and non-union employees only.*

#### Meal reimbursement (before taxes and gratuities)

(Within District):	Breakfast	\$15.00
	Lunch	\$25.00
	Dinner	\$30.00

(Outside District):	Breakfast	\$20.00
	Lunch	\$30.00
	Dinner	\$50.00

### Board meal stipend

A meal stipend is paid to Board members attending board meetings that are scheduled during the lunch hour. The stipend is provided instead of an in-person lunch, in order to support the dietary needs of Board members, and to accommodate the hybrid board meeting model.

The meal stipend amount is equivalent to the within district, lunch meal reimbursement amount. The meal stipend is considered a taxable benefit.