

# BPSAA – Travel, Meals, and Hospitality Expenses Policy

## PURPOSE

CorHealth Ontario is required by the Broader Public Sector Accountability Act (BPSAA) and dedicated to operate in accordance with the Broader Public Service (BPS) Expenses Directive (Directive). This policy is written in accordance to the language of the Directive.

## SCOPE

- To set out rules and principles for the reimbursement of expenses to ensure fair and reasonable practices;
- To provide a framework of accountability to guide the effective oversight of public resources in the reimbursement of expenses; and
- To set the parameters for public discourse of information about expenses.

## PRINCIPLES

This aims to align CorHealth Ontario's policies with the key principles of the BPS Expense Directive. This directive is based on four key principles, which the above purpose intends to follow:

- Accountability:  
CorHealth Ontario must be accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.
- Transparency:  
CorHealth Ontario must be transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.
- Value for money:  
Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Fairness:  
Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

## POLICIES AND PROCEDURES

### 1. GENERAL GUIDELINES

- The expense rules apply to any person in the organization making or approving an expense claim.
- In order to ensure compliance, claimants are required to abide by the current management approved accountability framework, under which authority for approvals are established.
- Approvals for reimbursement will follow the delegation of authority.

- Written approval following the accountability framework is required before any arrangements are made.
- Expenses for a group can only be claimed by the most senior person present.
- Good record keeping practices must be maintained for verification and audit purposes.
- The expense rules will be posted on CorHealth Ontario’s website, so they are available to the public.

## 2. ACCOUNTABILITY FRAMEWORK: PRE-APPROVAL FOR EXPENSES

Total Value	Minimum Level of Approval Required
Less than \$5k	Claimant’s Director & Corporate Service Specialist or VP or SVP
\$5001-\$25,000	VP & SVP
\$25,001-\$100,000	VP or SVP & CEO
Greater than \$100K	CEO & Board Chair

## 3. CLAIMANTS

Claimants are considered to be any person making a claim under the terms of this policy. This includes all staff; Board, Advisory, Committee, or Task Group members; and all others engaged in any form of work for the organization.

When submitting a claim for an expense, claimants must abide by the following procedures:

- ✓ Ensure appropriate pre-approval process has been completed and all appropriate approvals have been obtained before any expenses are incurred, following the Accountability Framework
- ✓ After the expense(s) have been incurred, all claimants must fill out and submit an Expense Report Form, along with appropriate original and itemized receipts (credit card slips are not sufficient)
  - Original receipts are mandatory for CorHealth staff and wherever possible for non-CorHealth claimants
  - Air/Rail boarding passes and ticket stubs should be included as applicable
  - Per-diem meals do not require original, itemized receipts as long as the request for per-diem meals was clearly indicated on the Travel Request Form
  - If the information above is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making
- ✓ Submit Expense Claims within 60 days of the event, unless otherwise pre-authorized, and mandatory by the end of the quarter following the quarter in which the expense was incurred
- ✓ Repay any overpayments – this is considered a debt owing to CorHealth Ontario
- ✓ If leaving employment with CorHealth Ontario, submit any claims for expenses before leaving

#### 4. APPROVERS

When granting approval on an expense, approvers must abide by the following:

- ✓ Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency
- ✓ Expenses for travel, meals, and hospitality support business objectives
- ✓ Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety
- ✓ Legitimate authorized expenses incurred during the course of government business are reimbursed
- ✓ Approval is granted only for claims that include all appropriate documentation
- ✓ Approvers are prohibited from approving their own expenses – this includes instances where claimants' expenses are incurred by their approver

#### 5. CONSULTANTS/CONTRACTORS

In no circumstances can hospitality, incidental, or meal expenses be considered allowable expenses for consultants/contractors under the rules or in any contract.

Travel and accommodation expenses can be claimed and reimbursed only when the contract specifically provides for it. All expenses for consultants and contractors must be pre-approved.

#### 6. MANAGERIAL DISCRETION

Managerial Discretion is the administrative authority to make decisions with some degree of flexibility, while following the intent of this policy.

When exercising discretion, the rationale must be documented and filed with the claim.

There is no discretion to depart from the standards of this policy and the Expenses Directive.

Managerial Discretion must be consistent with the BPSAA and the Expenses Directive, be able to be properly explained and documented, be fair and equitable, reasonable, and appropriate.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- ✓ able to stand up to scrutiny by the auditors and members of the public
- ✓ properly explained and documented
- ✓ fair and equitable
- ✓ reasonable
- ✓ appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

#### 7. TRAVEL

In order to fulfill its mandate, CorHealth Ontario regularly convenes meetings of Board, Advisory, Committee, or Task Group members, experts and stakeholders from throughout the province and beyond. In addition, CorHealth Ontario staff members are occasionally required to attend meetings and functions outside of the CorHealth Ontario office that may necessitate travel within or outside of Ontario.

## 7.1. PRE-APPROVAL FOR TRAVEL

Pre-approval is required before any travel/meeting related expenses are incurred, except for public transportation.

Prior to making travel reservations or registering, claimants must fill out the Travel Request Form, and follow the Accountability Framework for Pre-Approval (see section 2). A signed copy of the Travel Request Form must accompany the Expense Report Form when it is submitted for repayment.

### 7.1.1 BOARD, ADVISORY, COMMITTEE, OR TASK GROUP MEMBER PRE-APPROVAL

As part of the invitation as a Board, Advisory, Committee or Task Group member of CorHealth Ontario, travel will be pre-approved for travel in Ontario, so long as the expenses incurred adheres to the standards listed in this policy. Please ensure that CorHealth is aware of any special accessibility or dietary needs, or other requirements, prior to booking any travel.

If there is doubt about incurring and seeking reimbursement for a particular expense, or if an expense differs from the policy, claimants must obtain written pre-approval prior to incurring the expense. If no prior approval was obtained, a written explanation must be included within the submission of the claim. However, in both cases listed above, there is no guarantee that the claim will be approved.

## 7.2. GENERAL RULES

Travel by air, rail, rental or personal vehicle, bus, taxi, or public transit are all permitted so long as the choice is the most practical and economical way to travel. Travel for short journeys (less than 200 km) shall be made using, in order of preference, the claimant's own vehicle, train or bus.

Travelers are required to arrange the most economical means of travel that meets the timing requirements of the trip, and provides for reasonable comfort and quality. Allowances, rates, and conditions of payment and reimbursement shall be sufficient to meet actual, reasonable and legitimate expenses that are necessarily incurred as a result of the requirement to travel. CorHealth Ontario reserves the right to not reimburse for travel arrangements made outside of these policies.

### 7.2.1 TAKING VACATION AFTER BUSINESS RELATED TRAVEL

It is permissible for staff to add on vacation days to travel, however this must be pre-approved in advance of the travel. Any additional expenses related to vacation component of travel, including higher rates of airfare based on departure/return dates will be the sole responsibility of employee.

## 7.3. LOCAL PUBLIC TRANSPORTATION

Local public transportation must be used when traveling on CorHealth Ontario business wherever practical and possible. This includes hotel/airport shuttles. Receipts are not required for reimbursement of bus or subway fares for a single round trip excursion.

CorHealth Ontario office is on the subway line, and therefore public transportation (i.e. subway) is encouraged for inner-city and very short travel distances.

## 7.4. CARS / RENTALS

### 7.4.1 USAGE OF EMPLOYEE'S PERSONAL VEHICLE

Use of personal vehicle can be used when local transportation is not the most effective mode of transportation. Claiming mileage for use of personal vehicle must be preapproved. The rate payable for use of a personal vehicle for Ontario is \$0.40/kilometer. This allowance is to cover the cost of fuel, depreciation, maintenance and insurance.

The car owner must ensure that they have the appropriate insurance coverage for business use and is liable for all insurance, maintenance, and repair costs including those resulting from an accident. CorHealth Ontario assumes no financial responsibility for personal vehicles. It is the sole responsibility of the employee, Board, Advisory, Committee, or Task Group member, or guest to ensure they carry adequate insurance coverage.

Mileage claims must include a google map print out and calculated in kilometers for the Expense Report Form.

Claimants driving more than 200 kilometers in a day are encouraged to consider using a rental vehicle unless they can demonstrate that their personal vehicle is the lower cost option.

### 7.4.2 CAR RENTAL

Car rental rates will only be reimbursed based on the most economical and practical requirement. This means a compact car or its equivalent, unless there was documented approval prior to the rental and it is the most economical and practical size taking into account the business purpose, occupants, and weather/safety considerations. Rental of luxury vehicles or sports cars is prohibited.

Rental cars should be re-fueled before returning to the agency, as this significantly reduces the overall rental expense. Do not purchase pre-paid fuel from the car rental.

#### 7.4.2.1 CAR RENTAL INSURANCE

CorHealth Ontario will cover the cost of the following optional insurance plans through car rental insurance:

- Loss Damage Waiver or similar insurance that covers damage, loss, or vandalism to the vehicle

This must be selected when renting the vehicle and the cost must be included in the Expense Report Form. All other insurance coverages offered through the rental agency will not be covered by CorHealth Ontario.

### 7.4.3 OTHER ASSOCIATED VEHICLE COSTS

Parking lot charges will be reimbursed by CorHealth Ontario subject to receipts being provided.

Highway toll charges and ferry expenses will only be compensated in exceptional circumstances and subsequent to prior approval.

There is no reimbursement for traffic or parking violations. Any traffic or parking infractions are the sole responsibility of the employee, Board, Advisory, Committee, or Task Group or guest.

#### 7.4.4 TAXI AND OTHER RIDE-HAILING/RIDE-BOOKING SERVICES

Taxis and other Ride-Hailing/Ride-Booking services may be justified in certain cases, where:

- ✓ Group travel in taxi or other Ride-Hailing/Ride-Booking is more economical than having multiple individuals travel separately (the most senior person makes the claim for the fair)
- ✓ Taking a taxi or other Ride-Hailing/Ride-Booking allows the claimant to meet a tight schedule for meetings (maximum scheduling efforts should be made to avoid this)
- ✓ For the transportation of work-related baggage or parcels

An explanation and justification for travel by taxi or other Ride-Hailing/Ride-Booking must be listed on the Expense Report Form. Original Ride-Hailing/Ride-Booking receipts includes a print out of the receipt sent through email.

Gratuities are limited to 10% of taxi fare.

#### 7.4.5 ACCIDENT REPORTING

All accidents must be reported immediately to local law enforcement authorities and the claimant's immediate supervisor. In addition:

- Rental vehicle: please advise the rental car agency and contact the travel card insurance provider to initiate a claim
- Personal vehicle: please advise personal insurer

### 7.5. AIR TRAVEL

All Air Travel requires pre-approval. Travel by air is only permitted when it is the most practical and economical way to travel. In order to minimize costs, travelers are required to make travel arrangements as far in advance as possible. CorHealth Ontario recommends the purchasing of air travel tickets 14 days in advance. CorHealth Ontario will not reimburse the purchase of open-ended tickets.

#### 7.5.1 ACCOUNTABILITY FRAMEWORK FOR TRAVELING: EMPLOYEES

Location	Minimum Level of Approval Required
Within Canada	Employee's Director and VP/COO
Outside Canada	VP/COO and CEO

#### 7.5.2 ACCOUNTABILITY FRAMEWORK FOR TRAVELING: EXECUTIVES

Location	Minimum Level of Approval Required
Within or Outside Canada	CEO

#### 7.5.3 ACCOUNTABILITY FRAMEWORK FOR TRAVELING: CEO

Location	Minimum Level of Approval Required
Within or Outside Canada	Board Chair

#### 7.5.4 GENERAL RULES

- ✓ Economy (coach) class is the standard option for ticket purchase in air
- ✓ One checked bag fee (round trip) is permitted
- ✓ Avoid additional charges such as seat selection or flight changes, unless absolutely necessary with due regard to health and safety
- ✓ Include any boarding passes with the receipts when completing the Expense Report Form

#### 7.5.5 AIR TRAVEL FIRST CLASS

Any additional cost for business or first class travel will be on the claimants own account. CorHealth Ontario will not reimburse or approve upgrade fees to business or first class on expense reports. The traveler who wishes to travel in business or first class will pay the incremental cost difference. Those employees who have earned upgrades may do so without any additional charge to CorHealth Ontario. CorHealth Ontario will not pay for the cost of airline clubs and lounges.

#### 7.5.6. TRAVEL POINTS

Travel points collected on business travel are for the claimants own use, for business or pleasure. Please note that Revenue Canada views pleasure travel on travel points as a taxable benefit when those points were accrued on business trips paid for by the claimant's employer.

### 7.6. TRAVEL BY RAIL

Travel by rail is permitted when it is the most practical and economic form of travel. Rail travel will be reimbursed at the lowest economy fare.

Business class may be acceptable with prior approval in limited circumstances such as:

- ✓ The need to work with a team;
- ✓ Choosing a travel time that allows for a reduction in expenditures on meals or accommodation (e.g., compare an economy (coach) class ticket plus a meal, with the cost of a ticket for VIA 1, where the meal is included);
- ✓ Accommodation requirements; and
- ✓ Health and safety considerations.

### 7.7. ACCOMODATION STANDARDS

Whenever possible, attendees who travel to attend CorHealth Ontario meetings are encouraged to arrange same-day return transportation. If the claimant requires an overnight stay for a business-related purpose, CorHealth Ontario will reimburse the cost of overnight hotel accommodations for meetings outside 100km from the claimant's usual work place, ensuring that prior approval has been made. Some managerial discretion may apply.

#### 7.7.1 STANDARD ROOM RENTALS

Accommodations must be made for a single accommodation in a standard room unless otherwise pre-authorized by CorHealth. CorHealth will reimburse Standard Room charges per night at the [provincial government city rate](#) (open link → see: accommodations – city rate limit) unless otherwise pre-authorized by CorHealth.

If claimants are accepting a rate for a hotel that is higher than the provincial government city rate, claimants must check a minimum of 3 hotels (recording hotel names, rates quoted, and distance from hotel to location of meeting or event) to ensure that the most economical and practical standard rate is taken. Claimants should check if a government rate at the hotel is available.

Long-term accommodations should be arranged to take advantage of lower weekly or monthly rates for extended stays at one location.

Claimants must ensure that cancellation is made within the allotted time given by the hotel, as it is the claimant's responsibility to incur the penalties associated with cancellation beyond the allotted time. It is the responsibility of the traveler to advise the hotel directly of a change in plans ahead of the hotel's cancellation allotted time. Claimants must request and record the cancellation number in case of disputes.

For cases where a claimant wishes to purchase an upgrade on room or hotel, CorHealth Ontario will reimburse the provincial city rate and any additional expenses will be covered by the claimant.

Claimants may use online, tourism, or conference (third party) services to book and pay for a hotel, but must ensure that a detailed invoice is provided and includes a proof of stay (can include a letter or email from the hotel including dates of stay). It is encouraged that claimants take into consideration third-party services rules on cancellation, as is the claimant's responsibility to incur the penalties associated with cancellation beyond the allotted time.

#### **7.7.2 BOARD, ADVISORY, COMMITTEE, TASK GROUP ACCOMODATION**

In addition to the accommodation standards written in this policy, CorHealth will reimburse the cost of overnight hotel accommodations for Board, Advisory, Committee or Task Group members if:

- Claimants are travelling to participate in a Board, Advisory, Committee, or Task Group, or as a guest speaker in an expert capacity;
- The associated travel is at least 100km (one-way) from their regular office area on any given day; and
- The meeting begins by 9:00 AM and/or ends after 6:00 PM.

#### **7.7.3 TIPS/GRATUITIES**

Claimants may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid. Examples of reasonable amounts include:

- ✓ 10% on a taxi fare
- ✓ \$2-\$5 for housekeeping for up to two nights in a hotel, up to \$10 for a longer stay
- ✓ \$2-\$5 per bag for a porter

#### **7.7.4 NON-REIMBURSABLE ACCOMMODATION ITEMS**

- Recreational expenses (e.g., video rentals, cost of mini-bar items, personal items, personal entertainment, personal travel, room service charges, telephone charges)
- Alcoholic beverages
- Fines for traffic and parking violations



- Towing charges/fees
- Expenses incurred for an accompanying spouse, friend or family member
- Trip cancellation insurance
- Open airline tickets
- Expenses of a personal nature

## 7.8. MEALS WHILE TRAVELING

Expenses for meals and other incidental expenses will be covered on a per diem or partial basis. Claimants may incur a meal expense when on CorHealth Ontario business and are either away from the office area over a normal meal period and have prior approval for the expense.

### 7.8.1 INTERNAL MEAL RATE

Partial travel day's meal rates are:

Meal Type	Meal Reimbursement Rate
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00

Partial travel meals require itemized receipts. When two meals are claimed for the day, claimants may allocate the combined maximum rates between meals (e.g. for both breakfast and lunch, the combined maximum rates between the meals are \$25.00; this becomes the maximum rate for the two meals, regardless of what you spend on each meal).

The meal allowances per diem is \$55.00 for each **full** day. Per diem meal allowances are for full days of travel that span over breakfast, lunch, and dinner. Claimants requesting a per diem meal allowance must clearly request it on the Travel Request Form to ensure transparency and appropriateness. No receipts are needed for meal allowances.

### 7.8.2. GENERAL RULES

- ✓ When more than one Traveler is present, each Traveler should obtain a separate receipt. If there is a joint receipt, expenses must be claimed by the most senior person present.
- ✓ Alcohol cannot be claimed or reimbursed.
- ✓ Taxes and gratuities are included in the meal rate. Receipts are not required to be submitted with meal claims or retained. Gratuities of 10-15% on a restaurant meal is permitted.
- ✓ In limited and exceptional circumstances, when health considerations or limited options are available, where a meal expense is higher than the meal reimbursement rate, the actual cost of the meal may be reimbursed at Managerial Discretion. The claim for a meal in this case must be accompanied by an original itemized receipt and a written rationale.
- ✓ Reimbursements are for restaurant/prepared food only. Reimbursement for groceries must have prior approval, unless there is prior approval. Reimbursements will not be provided for meals consumed at home or if meals are included in the cost of transportation, accommodation, seminars or conferences.

- ✓ Claimants who travel regularly as part of their job will not receive reimbursement for meals unless they have obtained prior approval. Some Managerial Digression may apply.
- ✓ With regard to meals related to Hospitality – see Section 9.

## 7.9. INSURANCE COVERAGE WHEN CORHEALTH ONTARIO EMPLOYEES ARE TRAVELING ON BUSINESS

### 7.9.1. CORHEALTH ONTARIO CORPORATE CREDIT CARD

CorHealth Ontario Corporate Credit Card is a BMO Corporate MasterCard. It covers only the person whose name is on the card, and therefore does not cover other travelers whose travel was booked on this card. It is best to for claimants to use their own credit card if available as there are insurance benefits claimants may be able to access such as trip cancelation, travel accident insurance, flight delay insurance, auto rental collision/loss/damage insurance, hotel/motel burglary insurance, etc.

### 7.9.2 TRAVEL INSURANCE

Travelers may purchase insurance coverage when required and this can be claimed on the Expense Claim Form after pre-approval.

CorHealth Ontario employees should refer to the Employee Benefits Handbook, the Manulife Insurance website, and ServiceOntario to determine if they need to purchase supplemental travel insurance before choosing travel insurance outside of their benefits package.

#### 7.9.2.1 TRIP CANCELATION INSURANCE

Trip cancelation insurance will not be reimbursed unless there is a strong possibility that the Traveler will have to cancel the flight due to medical or personal (vulnerable family situation) reasons.

## 8. CATERING FOOD AND BEVERAGES

Catering may be provided for the purpose of facilitating CorHealth Ontario business or learning, and that which are considered desirable as a matter of courtesy and convenience.

### 8.1 TYPES OF MEETINGS

- **Internal Meetings:** all attendees are CorHealth or Government of Ontario employees
- **Internal Meeting with Guests:** a meeting comprised of more than 50% CorHealth and/or Government of Ontario Employees and less than 50% non-CorHealth and/or Government of Ontario attendees
- **External meetings:** held to engage stakeholders where greater than 50% of attendees are non-CorHealth and/or Government of Ontario employees

### 8.2 CATERING STANDARDS

- ✓ Board Meetings are considered an “internal meeting”
- ✓ Task Group meetings are considered an “external meeting”
- ✓ Catering “breakfast” is not permitted for a meeting commencing at or after 8:30 am.
- ✓ Catering “lunch” is not permitted for a meeting concluding by 1:00 pm.
- ✓ CorHealth Ontario will **not** reimburse or fund alcohol for hospitality purposes.
- ✓ No claim may be made if accommodation or meal is provided by the meeting sponsor.

HOURS	INTERNAL MEETING	INTERNAL MEETING WITH GUESTS	EXTERNAL MEETING
		Not considered "hospitality", use internal meal rate*	Not considered "hospitality", use internal meal rate*
< 2 hours	No catering permitted	Beverages	Beverages
2 - <4 hours	Beverages	Beverages or refreshments	Beverages or refreshments
≥ 4 up to 6 hours <u>and</u> over 1 meal period	One meal plus Beverages	One meal plus beverages	One meal plus beverages
≥ 4 up to 6 hours <u>and</u> over 2 meal periods	Two meals plus beverages	Two meals plus beverages	Two meals plus beverages
≥ 6 hours <u>and</u> over 1 meal period	One meal and two refreshments	One meal and two refreshments	One meal and two refreshments
≥ 6 hours <u>and</u> over 2 meal periods	Two meals and one refreshment	Two meals and one refreshment	Two meals and one refreshment

	BREAKFAST	LUNCH	DINNER	BEVERAGES (LIQUIDS ONLY)	REFRESHMENTS (INCLUDING BEVERAGES)
*Internal Rates	\$10	\$15	\$30	\$3.00	\$5.00
**External Rates	Up to \$15	Up to \$25	Up to \$35	\$5.00	\$10.00

## 9. HOSPITALITY

Hospitality can be expensed in an economical and consistent manner when:

- it is required to facilitate CorHealth Ontario business; and
- it is considered desirable as a matter of courtesy or protocol.

Hospitality is provided only when the event involves people not employed by CorHealth Ontario, designated BPS organizations, and any of the Ontario government ministries (all those covered by the Directive; "guests"). Functions involving only people who work for the aforementioned organizations are not considered hospitality functions and cannot be reimbursed.

### 9.1 PLANNING

Hosts are responsible for ensuring there is documentation related to the function such as planning, date, location, reason, type of business meal (breakfast, lunch, dinner, reception,

or refreshments), and managing the guest list (e.g. attendees by category such as guests, CorHealth Ontario employees).

Attention will be made to minimize costs where possible, with due regard for guests' status, the size of the function, and the intended business purpose.

### 9.2 APPROVAL

Hospitality requires pre-approval of the VP / SVP and CEO. Hosts are responsible for ensuring approval prior to planning and extending invitations for the function.

All expenses must be documented and include original, itemized receipts.

### 9.3 ALCOHOL

CorHealth Ontario will not fund or reimburse alcohol for hospitality purposes.

## 10. CONFERENCE ATTENDANCE

Conference attendance is both a professional and personal growth and networking opportunity, of which CorHealth staff are required to attend and/or request attendance. Conference attendance requires pre-approval for travel, accommodation, and meals. Reimbursements will not be provided for meals if meals are included in the associated cost of the conference, including meals provided through transportation, accommodation, or from the seminar/conference organizer.

In the event conferences occur over non-work days (i.e. weekends) it is recognized that this day is not reimbursable by CorHealth Ontario in lieu. In the event staff are expressly requested by their supervisor to attend a work event/function on non-work days, this day may be reimbursed in lieu. The lieu day(s) must be approved in writing prior to the event.

## 11. STAFF EVENTS, MEALS, AND TRAINING

Decisions on staff events, meals, and training will be made with due consideration to value for money, transparency, and accountability.

### 11.1 APPROVAL

The funding of staff events must be approved by the CEO. Authorization prior to the event must take into account consideration for timing, location, number of employees, and reasonableness of the event.

### 11.2 ALCOHOL AT STAFF EVENTS

CorHealth Ontario will not fund or reimburse alcohol at staff events.

## 12. GIFT GIVING

Gift-Giving Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for CorHealth Ontario. Gifts valued over \$30 must have prior approval. Gift-Giving must be pre-approved by the VP / SVP and/or CEO.

## 13. POSTING

This policy will be made public on CorHealth Ontario's website.

## 14. DEFINITIONS

- **Approver:** refers to the person with the authority to make approvals under the terms of this policy.

- **Claimant:** refers to any person making a claim under the terms of this policy.
- **Delegation of Authority:** A written assignment by which a person who has a power, duty, function or responsibility under the Directive authorizes another person (identified by name or by position title) to exercise the power, duty, function or responsibility.
- **Hospitality:** The provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged to work for CorHealth Ontario.

## 15. REFERENCES

- Management Board of Cabinet (Province of Ontario): Travel, Meal and Hospitality Expense Directive (November 2004; revised January 1, 2017)
- Management Board of Cabinet: Broader Public Sector Accountability Act, April 1, 2011
- Management Board of Cabinet: Frequently Asked Questions: Broader Public Sector Expenses Directive (August 20, 2011)
- Management Board of Cabinet: Broader Public Sector Expenses Directive (April 1, 2011)
- Ontario Brain Institute: Travel, Meals, and Business Related Functions Expense Policy
- Health Quality Ontario: Staff Standards for Claiming Travel Expenses (Travel, Meal and Hospitality Expenses Directive) (2014; revised 2016)

## 16. REVIEW

This policy will be reviewed and/or updated annually to determine whether amendments are necessary.

## 17. REVISION CONTROL

Date	Revision	Effective
10-30-2017	<ul style="list-style-type: none"> <li>- Updated: Expenses for travel, meals, and hospitality support business objectives</li> <li>- Updated: Used official names of pre-approval and expense claim forms i.e. "Expense Report Form" and "Travel Request Form"</li> <li>- Mileage for personal vehicle reimbursement states google maps print out is required, to be consistent with Expense Report Form and current practice</li> </ul>	10-30-2017
08-09-2018	<ul style="list-style-type: none"> <li>- Updated: Replaced "Working Group" with "Task Group" and added "Committees" to reflect new advisory structure and associated nomenclature changes</li> <li>- Updated: Replaced "committee members" with "Board, Advisory, Committee, or Task Group members"</li> </ul>	08-09-2018