

Travel Disbursements		<b>10010</b>
Chapter 10: Travel	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Nogdawindamin Internal		

## **POLICY:**

When requirements are met, Nogdawindamin Family and Community Services employees will be reimbursed for approved expenses incurred while traveling on Agency business.

## **PROCEDURE:**

1. Only reasonable expenses will be reimbursed based on authorized Travel Expense Claims.
2. Employees will be reimbursed based on approved Board rates as outlined in Appendix C.
3. Travel should always be arranged to be the most cost effective for the Agency. Employees should use the most direct route and the most economical transportation, taking into consideration travel time, expense, absence from the office and convenience.
4. If no company vehicle is available for travel and travelling over 200km then a rental car should be used unless there is a valid and documented business reason not to (i.e. will be staying for a week and cost of rental would be higher than utilizing personal vehicle).
5. Employees will only be reimbursed travel costs for training when the training is required by the Agency.
6. Employees must complete a [Travel Expense Claim Form](#) for travel expense at the end of **every month** and forward it to their immediate Supervisor for authorization. Finance will send out deadlines for when expenses are due, if not within the timeline the payment will be made on the subsequent travel payment.
7. Travel expenses that are more than 3 months old will not be approved. In special circumstances, if travel expenses that are older than 3 months are to be approved a reason as to why it could not be submitted earlier will need to be provided to the Director of Finance. The Director of Finance will then decide whether the expense is to be paid or not.

8. The Supervisor will authorize all Travel Expense Claim Forms and forward it to the Finance Clerk – AP for Processing.
9. The Finance Clerk – AP will review the authorized Travel Expense Claim to verify that it meets all Travel Policy requirements. Should a Travel Expense Claim be amended, the Finance Clerk – AP will notify the Supervisor and employee and email a copy of the amended claim to them.
10. Payment for all staff expenses will be by direct deposit.

POLICY REFERENCES:

HUMAN RESOURCES MANUAL

Travel Advances		<b>10020</b>
Chapter 10: Travel	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Nogdawindamin Internal		

## **POLICY:**

Nogdawindamin Family and Community Services travel advances may be issued to alleviate the need for employees to use their personal funds to cover travel expenses incurred on Agency business. Travel advance requests must be approved and submitted two weeks prior to the departure date, unless there is unexpected travel. Out of jurisdiction travel is pre-approved by the Director of Services or the employee's Supervisor or the Chief Executive Officer. A travel advance should only be used if the staff does not have the ability to pay for expenses that are expected to be incurred. With most items being pre-paid on the corporate credit card it is expected that staff pay up front for any other relatively small charges and submit a travel claim to be reimbursed.

## **PROCEDURE:**

1. The employee must complete a [Travel Advance Request Form](#) a minimum of two weeks prior to the departure date. The form will include estimated kilometres or gas usage, meals, and other expenses for the duration of the trip. If accommodations cannot be directly billed to the Agency, the accommodations costs will be added to the Travel advance.
2. The employee will forward the Travel Advance Request Form to their immediate Supervisor for approval.
3. The Supervisor will approve the Travel Advance Request Form and forward it to the Finance Clerk – AP.
4. The Finance Clerk – AP will email the Supervisor within 24 hours of having received the Travel Advance Request Form to notify them of receipt.
5. The Finance Clerk – AP will issue the travel advance in accordance with the [Cheque Processing Policy #9030](#).
6. Prior to month end, the Finance Clerk – AP will send a list of outstanding Employee Travel Advances to their appropriate Supervisors. The Supervisor will be responsible for follow up with employees' Monthly Travel Expense Claims.

7. Following completion of the travel, the employee must reconcile the travel advance on their next Monthly Travel Expense Claim. Actual expenses for the trip will be claimed. The advance will be deducted from actual expenses. Any excess amount not reimbursed to the Agency will be deducted as indicated on the Travel Advance Request Form.
8. On occasion, unexpected travel may be required, and an immediate travel advance will be granted with exception made to the two-week processing period. The employee must provide an explanation for the exception. The Supervisor must authorize the advance and rationale for the exception on the Travel Advance Request Form by a Supervisor.
9. All out of jurisdiction travel must be pre-approved by a Manager or higher level. The Family File Number and Client File Number will be noted on the request if applicable.

## **POLICY REFERENCES:**

CHEQUE PROCESSING POLICY

Vehicle Travel		<b>10030</b>
Chapter 10: Travel	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Nogdawindamin Internal		

## **POLICY:**

When available, Nogdawindamin Family and Community Services company vehicles will be used to travel on Agency business. When unavailable, a personal vehicle may be used, but protocols must be followed for the driver to be reimbursed for mileage.

## **PROCEDURE:**

The following procedure will apply to all drivers of Company Vehicles:

1. Employees must book the use of a company vehicle as soon as possible when they become aware of the need to travel.
2. If the vehicle is already booked, the person travelling the greater distance will have priority. If bumping someone from a vehicle notification from you to the person you are bumping is required by email with as much notice as possible.
3. Upon completion of travel using a company vehicle, the employee must complete the vehicle log.
4. The Agency will not reimburse the cost of traffic violations incurred while on Agency business.

The following procedure will apply to drivers of Personal Vehicles on Agency Business:

1. If the company vehicle is not available, then a personal vehicle is allowed for all individuals travelling on Agency business under 200km. If travelling over 200km then a rental vehicle is to be used unless there is a documented business reason (i.e. cost of utilizing personal vehicle will be lower than rental, due to length of stay etc.)
2. Employees must confirm that an Agency vehicle is not available.
3. Mileage will only be reimbursed to and from the employee's normal place of employment or from the point of departure, whichever is closest to the destination.
4. If an employee is on call and required to attend an unplanned task that cannot be postponed, then mileage can be claimed from the point of departure if the

company vehicle cannot be used. In this case, mileage would be reimbursed from the employee's residence to the meeting place and return.

5. If an Agency vehicle is available and the employee chooses to use their own vehicle, they are not reimbursed for mileage.
6. Upon confirmation, the employee must submit a travel authorization to their immediate Supervisor for authorization to use their personal vehicle.
7. The Supervisor will authorize the use of the employee's personal vehicle.
8. The employee will claim mileage on their Travel Expense Claim at the end of the month in accordance with the [Travel Disbursements Policy #10010](#).

## **POLICY REFERENCES:**

TRAVEL REIMBURSEMENTS POLICY

Meals	<b>10040</b>
Chapter 10: Travel	Department: Finance
Date Approved:	Date Revised: June 11, 2018
Source Reference: Nogdawindamin Internal	

## **POLICY:**

Nogdawindamin Family and Community Services Employees who are required to travel on Agency business will be reimbursed for meals incurred during travel based on rates approved by the Board of Directors.

## **PROCEDURE:**

1. An allowance for breakfast will be paid if the employee is required to travel before 7:30 a.m.
1. An allowance for lunch will be paid if the employee is required to remain away from or required by their Supervisor to remain in the Agency office between the hours of 12:00 noon and 1:00 p.m.
  - a) Employees are encouraged to flex their time to accommodate a lunch break. Employees who elect on their own accord to remain in the office during the lunch break will not be reimbursed for a meal;
  - b) Lunches claimed for supervision meetings at the employee's normal place of employment will not be reimbursed, unless the supervision meeting is a working lunch meeting with no opportunity to flex lunch hour.
2. An allowance for supper will be paid if an employee is required to remain away from or required by their Supervisor to remain in the Agency office after 6:00 p.m. due to travel or unplanned work arrangements, unless supper is provided.
  - a) Employees who elect on their own accord to remain in the office after 6:00 p.m. will not be reimbursed for a meal. Employees who are flexing their schedule to work an evening must include a supper break. Supper meals will not be provided in these instances.
3. Employees will not be reimbursed for meals if they are included as part of a meeting or event and the employee decides to eat elsewhere unless the meal does not accommodate their specific dietary restrictions.
4. If meals are bought for other than the employee, receipts must be submitted for reimbursement up to the amount set by the Board of Directors. Costs for alcoholic

beverages will not be reimbursed at any time. Detailed receipt and not just the debit/credit slip is required.

5. When an employee is on Agency business and weather prohibits them from returning to their workplace, meal expenses will be paid.
6. The employee will claim meals on the Travel Expense Claim at the end of the month in accordance with the [Travel Disbursements Policy #10010](#).

### **Board Approved Rates**

<u>Item</u>	<u>Allowance</u>
<u>Mileage (per kilometer)</u>	<u>\$0.52</u>
<u>Breakfast (3:00 am until 11:00 am)</u>	<u>\$15.00</u>
<u>Lunch (11:00 am until 5:00pm)</u>	<u>\$15.00</u>
<u>Supper (5:00pm to 3:00am)</u>	<u>\$40.00</u>
<u>Private Accommodations</u>	<u>\$50.00</u>
<u>Incidentals</u>	<u>\$17.00</u>

### **POLICY REFERENCES:**



Accommodations	<b>10050</b>
Chapter 10: Travel	Department: Finance
Date Approved:	Date Revised:
Source Reference: Nogdawindamin Internal	

## **POLICY:**

Accommodation costs will be paid for employees who are required to travel on Nogdawindamin Family and Community Services business and must stay overnight.

If the employee fails to cancel reservations, the employee will be billed for the full amount charged to the Agency. The Finance Clerk - AP will deduct it from the employee's next Travel Expense Claim.

## **PROCEDURE:**

1. The following limitations apply to the use of accommodations during travel:
  - a) The employee must arrange their accommodations through reception and request hotels with which the Agency has arranged direct billing, as identified on the preferred hotel list.
  - b) An employee can request another hotel for documented business reasons as approved by a manager. The cost difference must be justified by the business reason. If in doubt the request should be sent to the Director of Finance who will apply a cost/benefit analysis and adjudicate.
  - c) If an employee brings a guest with them on an out of town trip and the rate charged is higher than for single occupancy, the difference in the rate is deducted from the travel claim for the month;
  - d) If an employee elects to stay at private accommodations during travel, an allowance will be paid to the employee at the rate approved by the Board of Directors.
  - e) The meeting or event must start at or before 10:00 a.m. or finish after 7:00 p.m. and travel is 150 kilometres or more one way.
  - f) In circumstances of inclement weather, the hotel bill will be reimbursed with a receipt.
  - g) Personal expenses incurred at the hotel are the responsibility of the employee e.g. movies etc. and will include the following:
    - i. These expenses must be paid when checking out;
    - ii. Any expenses that are business related may be explained and added to the travel claim.

h) When an employee is on Agency business and weather prohibits them from returning to their workplace, accommodations will be paid.

2. The following steps must be taken to book hotel rooms:

- a) The employee will complete an [Accommodation Request Form](#) and forward it to their Supervisor for authorization.
- b) The Supervisor will authorize the Accommodation Request Form and return it to the employee and forward to reception.
- c) Managers and above can approve their own accommodation request form but are still required to submit to reception.
- d) The Receptionist will book the room and record the hotel confirmation number on the Accommodation Request Form. Further, the Receptionist will have the room booked on the appropriate corporate credit card of the cost centre to include any parking charges. All rooms are to be booked through reception and not the individual supervisor or clerk of that cost centre.

3. To cancel accommodations, the following steps will be taken:

- a) If an employee's trip is cancelled, the employee must notify the Receptionist so the reservations can be cancelled immediately.
- b) The receptionist will contact the hotel to cancel the reservation and obtain a cancellation number to confirm that the hotel room has been cancelled.
- c) If the employee fails to cancel reservations, the employee will be billed for the full amount charged to the Agency. The Finance Clerk – AP will deduct it from the employee's next Travel Expense Claim;
- d) Extenuating circumstances may be considered, by the Accounting Manager.

## **POLICY REFERENCES:**

PURCHASE ORDERS POLICY  
TRAVEL ADVANCE POLICY

<b>Other Travel Expenses</b>		<b>10060</b>
Chapter 10: Travel	Department: Finance	
Date Approved:	Date Revised:	
Source Reference: Nogdawindamin Internal		

**POLICY:**

Other Travel Expenses will be paid for employees who are required to travel on Nogdawindamin Family and Community Services business.

**PROCEDURE:**

1. The following limitations apply to Other Travel Expenses incurred during travel:
  - a) An allowance for incidental expenses will be paid to employees who are required to stay away from their homes at the rate approved by the board. This applies to each night in the alternate accommodations;
  - b) Other purchases and payments relating to Agency business will be reimbursed upon provision of valid receipts, e.g., taxi, parking, client needs;
  - c) When valid travel expenses have involved U.S. currency, the exchange rate will be calculated at the rate in effect on the date of repayment;
  - d) If a credit card receipt verifies an exchange rate paid or payable by the employee, that exchange rate will apply.
2. The employee will claim Other Travel Expenses on the Travel Expense Claims at the end of the month in accordance with the [Travel Reimbursement Policy #10010](#).
3. The employee must attach receipts for all Other Travel Expenses, excluding the incidental allowance.
4. If an employee pays an expense in U.S. currency, the employee must note the U.S. currency on the Travel Expense Claim.

**POLICY REFERENCES:**

TRAVEL REIMBURSEMENT POLICY