WINCHESTER DISTRICT MEMORIAL HOSPITAL	MANUAL: HOSPITAL SECTION: Human Resources	NUMBER: AS3100
POLICY/PROCEDURE	SUBJECT: Travelling Expenses	DATE: March 2025

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 (excluding Room Service).

***Alcoholic beverages will not be reimbursed and are considered an out of pocket expense.**

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 individual's regular business and personal schedules.

2.3.2 It is the responsibility of the individual to see that adequate insurance is in effect on their vehicle, and for the individual's own protection, they should notify their 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 porterage. 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 are required for all expenses being claimed and must be attached to the Expense Form. Blank Expense Forms can be obtained from the Finance Office or are available online (WDOnline). Upon completion, expense claims are to be approved by the departmental Manager, followed by the appropriate Vice-President or CEO and then forwarded to the Finance Department for reimbursement.

ORIGINAL: January 1987
REVISED: October 1993, August 2010, July 2016, July 2020, March 2025
REVIEWED:

APPROVED:

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Corporate Manager, Financial & Procurement Services — Date

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Vice President, Corporate Services — Date