

Maltby Centre	Section: Finance and Purchasing Subsection: Finance	Number: 5.1.40	Total Pages: 3
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<u>Issuing Authority:</u> Senior Leadership Team			

POLICY

Maltby Centre will reimburse employees for mileage, time and/or other travel expenses incurred while carrying out functions on behalf of the Agency as set out below. Following proper authorization, the Agency will also reimburse employees for all or part of travel expenses incurred when attending conferences, workshops, etc. Rates are as stated in the Collective Agreement, or as determined by the employer.

All Agency employees are expected to present themselves at their first point of call on their own time.

PROCEDURE

1. Proper authorization must be obtained from the employee's Manager before any travel expenses will be paid and in the case of attendance at a workshop or conference, approval for the expense must be obtained before the event takes place.

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2. Proper authorization must be obtained from the employee's Manager before any travel expenses will be paid and in the case of attendance at a workshop or conference, approval for the expense must be obtained before the event takes place.

3. Employees who are required to begin or end their workday at a location other than their designated office are reimbursed as follows:

- If an Agency employee is required by their manager or delegate to proceed on Agency travel from their home to a point of call other than their designated office location or from a point of call to their home or in these latter cases the Agency will pay a mileage rate either for the distance between the employee's home and the point of call or the employee's designated office location and the point of call, whichever is the lesser.
- In the above situations, the Agency will pay for the travel time either between the employee's home and the point of call or between the employee's designated office location and the point of call, whichever is the lesser.

4. Travel by an Agency employee, which is expected to exceed a total (return) distance of 250

kilometers or greater must be authorized in advance by the relevant Manager.

5. For the purposes of this policy, a “point of call” is any location where the employee is required to work and may include a home office subject to the following exception:
 - For employees who reside more than 30 km away from the Maltby Centre to which they are assigned, their residence will not be considered a “point of call” unless appropriate workspace is NOT available on a given day at the Maltby Centre to which the employee is assigned. Appropriate workspace will be available for such employees unless they are notified otherwise 24 hours in advance of their shift.

6. Out-of-town travel shall be approved in advance and shall be reimbursed on the basis of the most economical and practical form of transportation. Where multiple staff are required to travel to the same destination, carpooling will be expected.

7. Accommodation expenses will be approved in advance and will be reimbursed on the basis of the most economical and practical form of accommodation reasonably available. Where multiple staff are attending, the expectation is that accommodation will be shared where feasible.

Meals

8. Meal expenses shall be approved in advance. Where staff purchase three (3) meals in one day, the daily maximum of \$45.00 shall not be exceeded. Where staff purchase less than three (3) meals in one day, the maximum per meal may be claimed as follows: \$10 – breakfast, \$15 – lunch, \$20 – dinner (**original** receipts showing date, number of items and total paid are required – no alcohol).

Where the Executive Director is transacting Maltby business and is required to attend a function as Maltby’s official representative, the meal amount claimed may be at the Board President’s discretion (no alcohol included and original receipts must be provided).

Meals will be recorded by date and clearly be identified as breakfast, lunch, or dinner with original receipts attached. These rates include taxes and gratuities.

Process

9. Employees will submit, on a monthly basis, a completed Expense Claim Form to their Manager within four (4) business days of the end of the month for travel claims. Kilometres will be recorded by date with details referring to the point of origin and destination and original receipts for parking, travel and other incidental expenses must be attached to the form. Parking infractions are not covered.

10. Managers will approve the Expense Claim Forms and forward them to the Finance/ Human Resource Clerk as soon as practical and within 3 business days of receipt from employees.

11. Expense Electronic Funds Transfer (EFT) payments will be issued weekly with deposits on Fridays. Approved claims received in Finance by the end of the day each Tuesday will be processed for deposit on that Friday.

12. In certain instances, where monthly travel claims are extraordinarily high, the employee may submit a claim for a partial month. In these instances the procedures as set out in (7), (8) and (9) will be followed.

13. In the event that the claim was not completed within the allotted timeframe the employee will be reimbursed with the next available EFT run.

CROSS-REFERENCES

1. Article 28.01(a) and (b) Letter of Intention re: mileage and travel time.
2. 3.2.80 Staff Training and Development