

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

<b>Policy and Procedure Manual</b>	Title: <b>Expense Reimbursement Policy</b>	
	Section: <b>Board of Directors</b>	Reference Number: IV.2019.001

## Who Is Reimbursed

This policy manages costs relating to travel, accommodations, meals, registration fees and supplies incurred by Members of the Board, Committees, Special Committees, staff and volunteers herein after referred to as “Foundation Representatives” of MEDICINE HAT & DISTRICT HEALTH FOUNDATION. All of whom will be reimbursed for all reasonable expenses incurred while on MEDICINE HAT & DISTRICT HEALTH FOUNDATION business.

## Transportation Expenses

- **Airfare:** All airfare must be preapproved by the Executive Director before any flights are booked. Any upgrades from the base fare will be at the Foundation Representative’s expense. Any additional expenses related to companion travel is the responsibility of the traveler. Preferred carriers may be utilized if the airfare is equivalent to the lowest fare available. Mileage earned and compensation for denied boarding awarded to the traveler while on MEDICINE HAT & DISTRICT HEALTH FOUNDATION business is the property of the traveler and may be used at the traveler’s discretion.
- **Automobile, train, or bus:** Total reimbursable expenses, including expenses incurred en route, shall not exceed the cost of airfare. Automobile expenses shall be reimbursed at MEDICINE HAT & DISTRICT HEALTH FOUNDATION’S then-current mileage reimbursement rate.
- **Shuttle, taxi, personal automobile,** or other similar cost means to and from the airport at the points of origin and destination, and taxi fare if essential for business purposes.

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- **Parking** at the airport of origin if personal automobile is used. Parking at the meeting site if travel by automobile is required.
- **Mileage** at a flat rate of .40 cents/km for travel outside of the City of Medicine Hat, provided that if more than one Representative is travelling to the same place the Representatives are required to carpool unless otherwise agreed to in advance by the Executive Director.

## **Lodging**

Lodging at the single-room rate for days of meetings, including night before and after if flight schedules make such stays necessary.

## **Meals**

The reasonable cost of meals while attending meetings and while in transit to and from the meeting site. If, in addition, meals are purchased for others, the individuals must be identified as those for whom MEDICINE HAT & DISTRICT HEALTH FOUNDATION has responsibility for such expenses; otherwise such expenses will not be reimbursed. Meals (**maximum of \$75 per day**), provided that if the hotel or other accommodations provide for a free breakfast or other meal, the Representative will not be eligible for reimbursement for breakfast or such other meal.

## **Expense Reports**

In order to be reimbursed for authorized expenses incurred on behalf of the Foundation, a representative must submit a signed expense report/mileage form within 30 days, including receipts. Expense report must be approved by the Executive Director. W:\Foundation\Administration\General Office\FORMS

## **Original Receipts**

Original receipts must be submitted with expense report for all expenses. Credit card receipts will not be accepted unless the vendor was unable to provide an itemized original receipt. For all restaurant meals, actual receipts must be submitted. Advances will not be made. Arrangements for direct billing may be made through the Administrative Coordinator.

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## Other Expenses

1. Reasonable telephone and fax charges due to absence of traveler from the individual's place of business. Gratuities will be paid out at a rate of 15%. Any expenses above 15% is the responsibility of the Foundation Representative.
2. All other expense should be pre-approved by the Executive Director to ensure proper budgeting.

## Non-reimbursable Expenditures

- Travel insurance: MEDICINE HAT & DISTRICT HEALTH FOUNDATION provides insurance coverage for Board Members, volunteers and staff traveling on MEDICINE HAT & DISTRICT HEALTH FOUNDATION business.
- First-class upgrades in air travel.
- When lodging accommodations have been arranged by MEDICINE HAT & DISTRICT HEALTH FOUNDATION and the traveler elects to stay elsewhere, reimbursement is made at an amount no higher than the rate negotiated by MEDICINE HAT & DISTRICT HEALTH FOUNDATION, and reimbursement is not made for transportation between the alternate lodging and meeting site.
- If an individual accompanies the traveler, it is the responsibility of the traveler to determine the added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Entertainment costs including movies, liquor, or bar costs.

## Signatures/Approvals:

<u>Brent Fisher</u>	<u>Board Chair</u>	<u>September 2019</u>
Name	Title	Date
<u>Heather Bach</u>	<u>Executive Director</u>	<u>September 2019</u>
Name	Title	Date