

## TRAVEL AND HOSPITALITY

Expense approvals are as follows:

Role	Travel/Hospitality in Ontario	Travel/Hospitality in Canada and USA	International Travel
Chair/Treasurer	N/A	N/A	Minister
Board Member	Chair	Chair	Minister
President	Chair	Chair	Minister
CEO	President	President	Minister
Employee	Supervisor	CEO	Minister
Consultant	Director	CEO	Minister

### Travel - Agency Vehicle

Agency vehicles may be:

- ✓ used only for agency business; and
- ✓ operated only by individuals with a valid Ontario driver's license for the appropriate class of motor vehicle.

Passengers are allowed only if the passenger's travel is related to agency business/programmes.

No smoking is permitted in BRCCED vehicles

### Travel - Rental Vehicle

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented and approved prior to the rental if possible;
- guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

To avoid higher gasoline charges, refuel rental car before returning it.

No smoking is permitted in rental vehicles

## **Travel - Personal Vehicle**

1. Employees using their own vehicles for business purposes must supply HR with a copy of current personal insurance, driver's license and driver's abstract before the employee uses their vehicle for business purposes and annually thereafter.
2. Individual automobile insurance shall be the responsibility of the car owner. The employee is required to carry public liability and property damage insurance to the amount of \$2,000,000.
3. With prior written approval from a Supervisor, employees who regularly transport persons supported in their personal vehicle as part of their job responsibilities will be compensated up to a maximum of one hundred dollars (\$100.00) per year for additional insurance premiums they incur. This payment will only be provided upon satisfactory proof of coverage and will only be provided to reimburse the difference in insurance premiums required for an employee to obtain the necessary coverage to provide transportation to the persons they support.
4. The agency will pay the kilometric rate if you are, with prior approval, using a personal vehicle for agency business.
5. Employees who are required to use their personal vehicle for business purposes will be paid forty-five cents (\$0.45) per kilometer.
6. Employees must keep daily logs to track business use.
7. If an Employee chooses to travel to and from their home to the place of business (which is different from their scheduled location), they will be paid for any mileage above their regular daily commute. Employees are not paid mileage to travel to and from their home and scheduled location.
8. Mileage claims must be submitted online through Inclusion payroll system, within 2 weeks of mileage being incurred. Employee will be required to provide date of travel, location of travel, number of kilometers travelled.
9. In the event that an accident occurs while an employee is using their vehicle for work, the employee's personal automobile insurance will be used first, and if this is not enough coverage, then BRCCED insurance will cover the remaining portion.
10. No smoking is permitted in personal vehicles while transporting employees or consumers.

## **Travel - Accident Reporting**

All accidents must be reported immediately to local law enforcement authorities and your immediate supervisor. In addition:

- In all circumstances, advise the Manager of Environmental Services AND the CFO
- Contact the insurer as per the insurance slip in the vehicle
- If you are using a rental vehicle, advise the rental car agency and contact the insurance provider as per the insurance slip
- If you are using a personal vehicle, advise your own insurer.

### **Travel - Parking and Tolls**

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on agency business.

There is no re-imbusement for parking tickets or similar violations.

### **Travel - Taxis**

Prior approval to use a ride-sharing agency or taxi should be obtained whenever possible.

Ride-sharing vehicles or taxis may not be used to commute to work or home except under exceptional circumstances; for instance:

- weather, health or safety conditions indicate it is the best, appropriate option; or
- transport of work-related baggage or parcels is required.

### **Travel - Public Transit**

Local public transportation including hotel/airport shuttles should be used wherever possible.

### **Travel - Accommodation**

In the normal conduct of business, reimbursement for overnight accommodation within your office area will be neither authorized nor approved. However, in emergency or highly unusual situations exceptions will be considered. For example:

- You are required to remain close to your office for periods long in excess of (your) standard working hours.
- Your services are deemed necessary (and approved accordingly) for the purposes of emergency or crisis management.

Reimbursement will be made for single accommodation in a standard room when an overnight stay for Agency business/programming is required.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility.

Private stays with friends or family are acceptable, and a cash payment or gift may be provided to the friends or family:

- A maximum of \$30 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.
- The \$30 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

## **Travel - Meals**

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Reimbursement for meal expenses is subject to approval for reasonable amounts with receipts, or the meal reimbursement rates set out in the chart below, without receipt. These rates are an allowance and include taxes and gratuities.

<b>Meal Type</b>	<b>Meal Reimbursement Rate</b>
breakfast	\$10.00
lunch	\$12.50
dinner	\$22.50

## **HOSPITALITY**

*Hospitality* is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario or the Agency.

Functions involving only people who work for the government of Ontario and/or the Agency are not considered hospitality functions and cannot be expensed. This means that hospitality may never be offered solely for the benefit of anyone covered by this policy: OPS employees, agency/organization employees, appointees or consultants.

Hospitality may be extended in an economical and consistent manner when:

- it can facilitate agency business;
- employees/other are required to work at a meal-times; and
- it is considered desirable as a matter of courtesy or protocol.

Expenses that do not fit the definition of hospitality will not be reimbursed against any contract. Examples of such expenses would be: office social events, retirement parties and holiday lunches.

Alcohol or cannabis products cannot be expensed against any contract.

### *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 the government of Ontario or the Agency. Gifts valued over \$30 must have prior approval.