

e-HLbc Travel Policy

I. Background

e-HLbc believes individuals acting in the service of the consortium should be fairly reimbursed for expenses. At the same time, e-HLbc must exercise effective stewardship of the consortium's money and ensure that funds are spent wisely.

II. Purpose

The purpose of this statement of policy and procedure is to provide guidance to individuals who are required to travel in the performance of their responsibilities on behalf of e-HLbc, and to provide clear direction regarding appropriate expenses.

III. Scope

This policy applies to the following persons for travel under the following cases:

1. Management Committee members for attendance at Management and Steering Committee meetings or in connection with e-HLbc assignments for which travel reimbursement has been pre-approved.
2. Other e-HLbc members and non-members in e-HLbc's service in connection with e-HLbc's assignments for which travel reimbursement is pre-approved.
3. Staff traveling to an activity approved by the Management Committee for which travel expense reimbursement has been pre-approved.

IV. Responsibility

All travelers are responsible for:

- Following e-HLbc policies and procedures for travel;
- Requesting pre-approval for travel;
- Obtaining and retaining all receipts; and
- Submitting complete and accurate Travel Expense Claims in a timely manner.

Management Committee chair(s) are responsible for:

- Pre-approving traveling expenses.

BC Academic Health Council is responsible for:

- Ensuring approval for travel;
- Providing guidance regarding appropriate types and levels of expenses;
- Reviewing and reimbursing approved travel expense claims submitted by individuals on consortium business.

V. Eligible Expenses

Expenses for which reimbursement is permitted are described below. Expenses incurred while traveling on consortium business, but which are not travel expenses, are not covered by this policy (e.g., purchase of supplies). All travel expenses require pre-approval. Travel Pre-Approval Form should be submitted prior to the trip.

A) Transportation

The selection of the mode of transportation should be based on cost, duration, rescheduling flexibility, convenience, safety, and practicality.

100% reimbursement will be made for economy-class travel of the least-expensive, practical mode of public transportation (e.g. air, ferry, train, etc.).

100% reimbursement will be made for mileage on a personal car at the rate of \$0.46 per kilometer, or for rental of a mid-size vehicle, whichever is least expensive, where no other mode of travel is reasonably possible. If another mode is possible, reimbursement will not exceed the rate for economy-class public transportation. No other expenses associated with the use of personal vehicles for e-HLbc related travel (e.g., fuel purchases, parking fines, etc.) may be claimed for reimbursement.

100% reimbursement will be made for bridge, ferry, highway tolls, and parking while driving on e-HLbc business, based on submission of receipts.

100% reimbursement of the cost of local travel from the point of arrival of a public carrier to and from the local destination using shuttle service if available and convenient, or taxi if pressed for time or handling heavy baggage, based on the submission of receipts.

B) Accommodation

100% reimbursement will be made for accommodations at hotel(s) designated by e-HLbc, or those offering B.C. government rates, for the approved dates of the meetings (including all Management Committee and Steering Committee meetings), based on the submission of receipts. E-HLbc standard accommodation is a single room with private bath in a moderately priced business class hotel or motel.

In general, recipients are entitled to reimbursement at the single room rate. Basic room rate and taxes only will be covered: any room upgrades, entertainment, hospitality or extended stays are the sole responsibility of the individual.

Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$25 may be requested to cover a house gift or other expression of appreciation.

C) Meals

Reimbursement for meals while in travel status, including gratuities, without submission of receipts based on a per diem rate of \$60.00:

Breakfast	\$13.00
Lunch	\$12.00
Dinner	\$35.00
Full day	\$60.00

VI. Policy Application Guidelines

Within the framework of the foregoing policy, e-*HLbc* approves the following guidelines.

1. In general e-*HLbc* will not support travel of Steering Committee members to Steering Committee meetings.

Exceptions to these guidelines may be made by Management Committee Co-Chairs or e-*HLbc* officers. Requests for exceptions should be made as early as possible.

VII. Attachments

- A) Travel Approval Form
- B) BC Academic Health Council Expense Claim Form