



## POLICY & PROCEDURES

### FIN-01: TRAVEL EXPENSES

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#### PREAMBLE

It is the general policy of PEAC to ensure that individuals who participate in work related to PEAC are able to do so without incurring financial costs. Therefore, PEAC will reimburse members of PEAC and Peer Review Team members for all fair and reasonable expenses incurred during the conduct of PEAC business. PEAC will also provide individuals with suitable accommodation and services at no cost to the individual. In turn, PEAC expects that individuals will comply with the policies and procedures related to incurring and claiming expenses.

Expenses will only be reimbursed following submission of the expense report that must include receipts for all claims. Approval must be obtained prior to incurring expenses that will be in excess of the maximum allowable under the PEAC policy. Unexpected expense claims in excess of PEAC policies must be accompanied by a written explanation and will be reviewed on an individual basis.

#### 1.0 POLICY

##### 1.1. *Travel*

1.1.1. The amounts for reimbursement will be established every three years and will be reviewed at the time of budget preparation.

1.1.2. Expenses for travel must reflect the most expeditious and economic means. Tickets should be booked as far in advance as possible, to take advantage of the most economical or seat sale rates. Only economy airfare will be reimbursed. Individuals will be billed for additional fees such as:

- stopovers
- upgrades
- advanced seat selection

Checked baggage fees may be claimed if away for three or more nights. Some exceptions will be made on a case by case basis.

1.1.3. If an individual cancels or changes booked travel to a scheduled meeting or onsite review, the individual will be responsible for any related charges. Some exceptions will be made on a case by case basis.

- 1.1.4. Expenses incurred for inner city or airport-city travel by taxi or bus will be reimbursed based on receipts submitted with the expense report.
- 1.1.5. When an individual chooses to travel by car, he/she will be compensated for parking and mileage, at a rate of \$0.47/km, up to the equivalent of economy airfare. Parking receipts must be submitted with the expense report.
- 1.1.6. If an individual chooses to rent a vehicle, he/she will be responsible to book, insure, and pay for the vehicle, and will be compensated for the rental cost and gas up to the equivalent of economy airfare.

## 1.2. *Meals*

- 1.2.1. Reimbursement for meals and gratuities will be made with receipts up to the established maximum rates (Breakfast = \$12, Lunch = \$15, Dinner = \$45).
- 1.2.2. No reimbursement for meals will be made if a meal has been provided by PEAC or by an education program during an onsite visit.
- 1.2.3. Receipts for reasonable meal expenses greater than the established rates must be submitted with the expense report and a written explanation.

## 1.3. *Accommodation*

- 1.3.1. PEAC will make arrangements for meetings of PEAC members, and for Peer Review Team onsite visits, and a master account will be established with the hotel for room charges plus taxes. Individuals will be responsible for any additional charges. These charges may be claimed according to the PEAC Expense Policy.
- 1.3.2. Should changes to or cancellation of booked accommodation be necessary, the individual must contact PEAC to make such cancellation as soon as possible. Any payment of charges for failure to cancel accommodation is the individual's responsibility.

## 1.4. *Other Expenses*

- 1.4.1. When conducting PEAC business, individuals will be reimbursed for any reasonable costs, including reasonable costs of printing some electronic documents.

## 2.0 PROCEDURES

### 2.1 *Completion of Expense Reports*

2.1.1 Expense reports must be completed and submitted to the PEAC office within two weeks of completion of travel and/or meeting activities.

2.1.2 Expense reports must be submitted by email to the PEAC office with all required receipts attached.

### 2.2 *Payment of Expense Claims*

Payment of expenses, as claimed on a submitted expense report, will be made within 15 days of receipt if all documentation requirements are met. Individuals will be reimbursed by payment through e-transfer unless PEAC is notified that a cheque is preferred.

### 2.3 *Calculation of Rates for Expense Reimbursement*

Review and calculation of rates for expense reimbursement will be based on the rates of a reference group including health related organizations that are members of the Association of Accrediting Agencies in Canada, the Canadian Alliance of Physiotherapy Regulators, and the Canadian Physiotherapy Association.

Policy Number: FIN-01	
Date of last revision	Associated documents
July 2005	Financial Framework
Dec 2006	PEAC Member Handbook
Sept 2007	PRT Handbook
Feb 2009	FORM-02 Expense Form
Dec 2009	
Jan 2011	
June 2013	
Sept 2016	