

## 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 and to OTA & PTA EAP (Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program) are able to do so without incurring financial costs. Therefore, PEAC will reimburse members of PEAC, members of the Joint Accreditation Committee (JAC), and Peer Review Team members for all fair and reasonable expenses incurred during the conduct of PEAC business and OTA & PTA EAP 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 **itemized** receipts for all claims except where otherwise specified in this policy. 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.
- 1.1.3. Only economy airfare will be reimbursed. Individuals will be billed for additional fees such as stopovers, upgrades, and advanced seat selection. Checked baggage fees may be claimed if away for three or more nights—in this situation, the lowest airfare that allows for one piece of checked luggage should be chosen if the difference in cost makes this option appropriate. Some exceptions will be made on a case by case basis.
- 1.1.4. The standard for rail travel is business class.

- 1.1.5. If an individual cancels or changes booked travel to a scheduled meeting or onsite visit, the individual will be responsible for any related charges. Some exceptions will be made on a case by case basis.
  - 1.1.6. Expenses incurred for inner city or airport-city travel by taxi, ride-share, bus, or personal vehicle will be reimbursed based on receipts submitted with the expense report.
  - 1.1.7. When an individual chooses to travel by car to a meeting or onsite visit, they will be compensated for mileage at a rate of \$0.54/km, up to the equivalent of economy airfare, and for parking. Parking receipts must be submitted with the expense report.
  - 1.1.8. If an individual chooses to rent a vehicle, they will be responsible to book, insure, and pay for the vehicle, and will be compensated for the rental cost, collision insurance, and gas up to the equivalent of economy airfare.
- 1.2. Meals
- 1.2.1. Reimbursement for meals, taxes, and gratuities will be made up to the established maximum rates (Breakfast = \$12, Lunch = \$15, Dinner = \$45). Reimbursement for meals does not require submission of receipts.
  - 1.2.2. Individual meal limits on a given day may be exceeded provided the total cost claimed does not exceed the total allowable amount for the number of meals claimed.
  - 1.2.3. No reimbursement for a meal will be made if the meal has been provided by PEAC, by OTA & PTA EAP, or by an education program during an onsite visit.
  - 1.2.4. Receipts for reasonable meal expenses greater than the established rates must be submitted with the expense report with a written explanation. Exceptions can be granted in limited circumstances depending on location of travel.
  - 1.2.5. When an accreditation site review is held in a **virtual format**, Peer Review Team members may claim breakfast, lunch, and dinner, for each full day.
  - 1.2.6. When a 2-day PEAC Accreditation Committee meeting or 2-day Joint Accreditation Committee meeting is held in a **virtual format**, those present for the duration of the meeting may claim breakfast, lunch, and dinner, for each full day.
- 1.3. Accommodation
- 1.3.1. PEAC or OTA & PTA EAP will make arrangements for meetings of PEAC members and JAC members and for Peer Review Team onsite visits; 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 or OTA & PTA EAP to make such cancellation as soon as possible. Any payment of charges for failure to cancel accommodation is the individual's responsibility.

1.3.3. When private accommodation is provided without charge (by a friend or relative, for example), a gift of appreciation other than cash to the host may be provided, with pre-approval. The maximum value of such gift is \$50.

#### 1.4. Other expenses

1.4.1. When conducting PEAC or OTA & PTA EAP 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 within two weeks of completion of travel and/or meeting activities.

2.1.2. Expense reports must be submitted by email to the PEAC or OTA & PTA EAP office with all required receipts attached electronically.

### 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 or OTA & PTA EAP 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 such as other national health related organizations.

<b>Policy Number: FIN-01</b>	
Date of last revision	Associated documents
<i>July 2005</i>	Financial Framework
<i>Dec 2006</i>	TOR-09 Finance
<i>Sept 2007</i>	Committee
<i>Feb 2009</i>	PEAC Member
<i>Dec 2009</i>	Handbook
<i>Jan 2011</i>	Board Member Handbook
<i>June 2013</i>	PRT Handbook
<i>Sept 2016</i>	FORM-02 Expense Form
<i>Sept 2018</i>	
<i>Mar 2022</i>	
<i>Sept 2022</i>	