

Effective October 1, 2022

CORPORATE TRAVEL AND EXPENSE RATES

The following rates are reviewed on a regular basis to ensure the hospital is competitive with other organizations; however the cost of travel and associated expenses must be contained within approved departmental operating budgets.

Travel

Staff/affiliate owned vehicle reimbursement: \$0.50 per kilometer.

Another alternative offered to employees that do not wish to keep a record of kilometers traveled between sites might wish to use the local travel rate at \$3.00 per trip one (1) way. The date and reason for travel must be included with the Expense Report.

Meals

Meals will be reimbursed according to the actual expenditure to a maximum of \$50.00 per day which includes all taxes and gratuities. Gratuities must be reasonable and should not exceed 15%. **Original receipts for all meals must be provided.**