



Finance and Administration Policies & Procedures

6.0 TRAVEL

6.2 Travel Claims

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TRAVEL ADVANCES

A travel authority and advance shall be made available to employees who are required to travel via direct deposit and who are in need of advance cash for the trip.

A travel advance will not be issued if there is an outstanding expense claim.

Travel Authorities must be submitted 7 business days prior to departure unless travel is of an emergency nature (ie. Short term court orders, emergency apprehension, medical emergency)

1. A trip must be authorized by the employee's supervisor.
2. Once authorized, the employee will fill out a travel authority form located on the public drive for each traveller going on the trip whether they are receiving Payukotayno aid or not and sign the form.
3. The supervisor shall review the form(s) and approve by signing.
4. Once each form is signed by their supervisor the employee shall obtain a travel authority number from the sign out book located at 50 Bay Road reception and scan to email the admin support the form.
5. The admin support staff will add the following signature lines and then email the form to the first of those additions:

For Emergency Travel Authority:

1. Must be approved by the Director of Services or designate **For all other**

Travel Authority:

1. Must be approved by the Director of Services or designate
2. Must be approved by the Director of Finance or designate

*In the absence of the Director of Finance and unreasonable availability of a designate, the Business Manager will be used in their place.

After DOF or designate signs, Admin Support is to file the form in the appropriate network drive folder so that the travel clerk may access it. If travel is for coastal travel the form is used by Admin Support. The appropriate individual processes travel and emails form back to employee with booking/confirmation numbers filled in the appropriate column.

Any changes or cancellations made to the approved Travel Authority must be authorized the supervisor in writing and communicated to the Finance/Travel clerk during the initial bookings. Any changes made after initial bookings, must also be authorized by the supervisor by initialling the changes on the travel authority or send an approval email to the travel clerk as backup. The modification of travel plans after initial bookings will then be processed by the supervisor and/ designate.

6. The advance is posted to the General Ledger.

Emergency Travel

Defined as travel occurring in the next 48 hours

1. A separate template shall be stored in the Public Y: drive entitled "Emergency Travel Authority."
2. The Director of Services shall delegate the reservations required to the supervisors or reception.
3. For purposes of emergency travel and smaller advances, the Director of Services at 50 Bay Road will maintain in a locked area a cash box in the amount of \$1,000.00.
4. Should an advance be required same day after 1 pm, the monies shall be obtained from the cash box with the Director of Services after the completed Travel Authority is handed in.

TRAVEL EXPENSE CLAIMS

1. All valid travel expenses incurred for which an individual or Board Member is wishing to be reimbursed by the Agency must be set out on a Travel Expense Claim form.
2. All Staff and Board members of the Agency shall, within (5 working days of completion of trip, prepare, sign and submit a statement of Travel Expenses to finance for approval with original receipts attached.

The claim shall detail dates of trip, reason for trip, expenses incurred and total expenses. Any travel advances issued shall be deducted from the travel amounts claimed.

For Board members, expense claims forms shall be submitted to the Board Chair and/or Executive Director for approval.

The Executive Director shall submit his/her Travel Expense claims to the Board Chair/Treasurer for approval.

3. Following approval travel Expense claims are forwarded to the Director of Finance or delegate for review and payment authorization.
4. Expense claims are then forwarded to the Finance Clerk for processing.

If money is owed to agency/traveller the it will be paid on the next travel advance or within 5 business days of submitting the expense claim form, whichever is first.

5. Normal allowances for travel are as follows:

Meals	Breakfast	\$12.00
	Lunch	\$15.00
	Dinner	\$25.00

Daily meal costs not to exceed \$52.00. Breakfast is allowed if the departure in the travel authority is before 8:00 a.m. and dinner is allowed if travel arrival time to Moosonee is after 6:00 p.m. If meals are provided during a working or training meeting, the claim will not be allowed.

Staff meal receipts must be separated from client meal receipts.

Incidentals Expenses are authorized for south travel of up to \$17.00 per night may be authorized for staff who travel overnight.

Kilometers shall be reimbursed at a rate of .41 per kilometer.

All valid expenses must be accompanied by a receipt including meals.

6. Employees may wish to obtain groceries in lieu of eating at a retail outlet and must adhere to the daily meal rates. Where an employee purchases groceries for themselves after a travel has been approved and then the travel is subsequently cancelled, the employee will not be reimbursed.

7. The agency recognizes that obtaining receipts from clients for expenses incurred may be difficult at times. Staff must have clients sign a receipt that breaks down the specifics of the money being given to clients in lieu of retail receipts.

8. The Agency has an account with a Travel Agent and that agent arranges most flights for staff at the Agency.

Secretarial support staff or delegate in the traveling employee's unit contacts the travel agent to arrange the flight.

The travel agent arranges the flight and makes the tickets available to the employee.

Invoice and ticket is forwarded to the Finance Unit for processing.

Accommodations


7. Nightly rates will be paid by cash given in travel advance.

8. Agency VISA will be used to guarantee room and provide security deposit.

Private Accommodations

9. \$50.00 per night will be given. Receipts must be provided.

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August 22, 2012	July 27, 2016	July 27, 2016

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6.3 Air Charter Service		Page # 36

PURPOSE

To manage and administer a charter air service to the service communities of Fort Albany, Kashechewan, Attawapiskat, (and Peawanuck as needed) with reliable, safe, comfortable, timely and cost effective manner to meet the goals and objectives for the benefit and convenience of our families/clients and staff.

1. Regular charter days will be Tuesdays and Thursdays each week and will accommodate all staff, clients and board members. (weather permitting)
2. There will be 1 seat reservation on each regular charter for Clinical workers wishing to travel. There will also be 1 seat reserved for maintenance every second Thursday.
3. There is a baggage limitation of 20lbs per person, however, if seating is not filled, consideration will be allowed for more luggage or baggage.

- If there are vacant seats, they may be sold to immediate family members and collateral agencies at the following rates:

Priority will be given to clients/staff and other travellers are subject to cancellation.

Air Charter Prices Each way

	North Bay	Timmins	Moosonee	Fort Albany	Kashechewan	Attawapiskat	Peawanuck
North Bay	-----	\$ 172	\$ 367	\$ 462	\$ 491	\$ 569	\$ 780
Timmins	\$ 172	-----	\$ 186	\$ 272	\$ 292	\$ 360	\$ 561
Moosonee	\$ 367	\$ 186	-----	\$ 77	\$ 87	\$ 145	\$ 335
Fort Albany	\$ 462	\$ 272	\$ 77	-----	\$ 6	\$ 60	\$ 246
Kashechewan	\$ 491	\$ 292	\$ 87	\$ 6	-----	\$ 54	\$ 236
Attawapiskat	\$ 569	\$ 360	\$ 145	\$ 60	\$ 54	-----	\$ 183
Peawanuck	\$ 780	\$ 561	\$ 335	\$ 246	\$ 236	\$ 183	-----

Staff who wish to utilize a payroll deduction must indicate so on their travel authority and inform the Payroll Clerk, Finance Clerk and Senior Accounts Clerk.


No one is to board the aircraft without prior authorization. Approval is required by Executive Director, Director of Finance or delegate, accompanied with immediate payment by cash or cheque or authorized payroll deduction to the travel coordinator of Payukotayno.

If paying by cash, it must be noted who received the cash from the traveller on the agency's copy of the receipt.

- All passengers must be at the airport 30 minutes prior to departure time.
- Children under the age of 12 and/or with high risk needs must accompanied by an adult at all times.
- Workers/escorts are responsible for the control of their clients while in transit and are to ensure that they do not vandalize the aircraft and jeopardize the safety of the pilots and passengers.

7. Any person suspected of alcohol/drug consumption will not be permitted on the charter and will be responsible for their own transportation.
8. Passengers are only allowed to transport their own personal belongings.
9. Payukotayno will not be providing lunch allowances unless under special circumstances while travelling on the charter service, as it is already provided. For circumstances where the lunch provided is not of sufficient quality, evidence must be obtained for record from traveller receiving lunch. In such instances, staff are permitted to purchase a lunch from the area and submit an expense claim adhering to the lunch amount for daily meals.
10. Changes or cancellations must be approved by the Executive Director or delegate.

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6.4 Hospitality		Page # 38

Procedure

Hospitality is the process of providing food, beverages, accommodation, transportation or other amenities at the agency's expense to persons who are not engaged in work for the agency, except it is for incentive and appreciation. Hospitality should only be extended in an economical, appropriate and consistent way when it will facilitate agency business or it is considered as a matter of courtesy. Functions that are not for incentive and appreciation purposes, and involve only those people engaged in work for the agency are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this policy. Examples would be: office social events, retirement parties and holiday lunches.

Where hospitality events are extended by the agency and where guests include vendors or prospective vendors to the agency, managers are responsible for obtaining prior approval to ensure that the hospitality provided does not give, or is not perceived to give, preferential treatment to any one vendor.

Board members, volunteers and foster parents are not employees of the agency and are therefore eligible for hospitality where appropriate.

The agency must ensure that hospitality expense records include:

1. The circumstance of the event (business purpose)
2. The form of hospitality
3. Cost supported by receipts
4. Name and location of establishment
5. Names, titles and companies of attendees
6. Approvals by appropriate individuals in the agency.

Agency as a recipient of Hospitality

Gifts of appreciation may be accepted if token in nature is valued to a maximum of \$50.00. Gifts valued above \$50.00 must be graciously and respectfully declined. In all cases where hospitality is provided to agency staff or board members, conflict of interest guidelines will prevail. If in doubt, a worker should consult with his/her manager. Exceptions where the gift is

in recognition of some accomplishment or performance and made by another organization are permitted where approved by the Executive Director.

Responsibility of Claimants

In arranging travel all claims must follow travel advance procedures as outlined in Section 6.2 of the travel policy.

Responsibility of Approvers

- Ensure that all expenses are compliant with this policy. Follow that expense claim procedures in section 6.2 of the travel policy.
- Ensure that unusual items are appropriately explained or proof is given for prior approval. Ensure that all workers are aware of conflict of interest guidelines.

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