1. **Purpose:**

This document outlines the manner by which the Department ensures appropriate reimbursement of authorized travel expenses to individuals by the Department of Anesthesia.

In general, the quality of travel, accommodations, and other related expenses should be reasonable and appropriate for the purpose of the trip. Luxury accommodations, business class airfare, and car rentals (generally) are not acceptable. Travelers are expected to use discretion in spending, and the Department is will be diligent in approval of expenses.

2. **Definitions**

2.1. Accommodation – hotel, or approved alternate accommodation.

2.2. Ground Transportation – bus, subway fares, taxis, airport bus, and car rentals for local transportation at destination.

2.3. Partial Day – less than 24 hours.

2.4. Travel – any authorized out-of-town trip, except for extended travel of greater than one week (e.g. Fellowship rotations outside Winnipeg)

3. **POLICY:**

**Approval Process**

3.1. Travelers shall not assume financial commitments for travel on behalf of the Department until authorization for travel has been received. Written authorization for travel shall be obtained from the Administrative Director and/or Department Head. In certain circumstances, an upper limit may be applied at time of authorization.

3.2. The Department does not issue travel advances to those traveling.

3.3. Each traveler submits only one expense claim per trip. Original receipts are required for all expenses claimed by the traveler except when claiming the per diem allowance; photocopies are not acceptable. All claims shall be reviewed and are subject to reasonable reimbursement.
Policy Title: DEPARTMENTAL TRAVEL

Air Travel:
3.4. Air Travel may be booked through the Department Administrative Staff. Travelers whose travel expenses will be reimbursed may book their own Air Travel.
3.5. Where an airline provides an option to the traveler to guarantee a seat on a selected flight, (i.e. advanced seat selection) the additional cost of this option shall be considered an acceptable expense.
3.6. Travelers are responsible for making hotel and car rental (in certain circumstances only) reservations using their own personal credit card. Reservations can be placed directly with the hotel and car rental agency.
3.7. Travelers are to travel by common carrier where possible, provided that the mode of transportation chosen is the best for conducting business. Travel should use the shortest direct route and should take advantage of return ticket rates and special fares by booking early.
3.8. Travelers are eligible to participate in frequent flyer programs; membership is personal. There shall be no reimbursement for frequent flyer tickets or upgrades used for approved travel.
3.9. It is the traveler’s responsibility to know the airline’s non-refundable ticket policy.
3.10. The purchase of cancellation insurance is at the discretion of the authorizing signatory.

Vehicle Reimbursement/Ground Travel:
3.11. Rental vehicles may be used when authorized in advance and this method of transportation is economical and practical.
3.12. The Department does not reimburse traffic and parking violations.
3.13. Shuttle or taxi service between the destination airport and hotel is acceptable.
Accommodation:

3.14. The quality of accommodations, and other related expenses should be reasonable and appropriate for the purpose of the trip (i.e. standard room at conference hotel). Luxury accommodations are not acceptable.

Miscellaneous:

3.15. Travelers shall have the option of upgrading accommodations and travel at their own cost. Reimbursement will be based on the approved rates (i.e. standard room).

3.16. Travelers shall have the option of booking conference registration directly with the conference organization using their own personal credit card where time constraints or other complexities exist (i.e. early payment deadlines or online registrations). Travelers registering directly with the conference organization can submit registration expenses upon return from the conference. Original receipts and credit card statements shall be required for reimbursement.

3.17. Travelers may extend their trip for personal reasons as long as there are no incremental costs to the Department.

3.18. The Department does not pay cellular phone roaming charges incurred for out-of-province travel. They are the responsibility of the traveler.

3.19. Expenditures such as additional insurance, purchase of personal equipment, personal entertainment (including alcohol) etc. are at the option of the traveler and shall not be reimbursed.

3.20. To meet the costs of meals, laundry, valet services, gratuities and personal expenses (i.e. telephone home, etc.), the per diem allowance (no receipts required) set out below shall apply when required to be away more than 24 hours.
International Travel:

3.21. Where necessary, the cost of travel visas or required immunizations (as advised by WRHA Travel Health) for international travel will be reimbursed by the Department for residents, students or fellows only.

3.22. The costs of acquiring supplemental health insurance (if required or desired) for international travel is the responsibility of the traveler in all circumstances.

3.23. The costs of acquiring or renewing a passport are the responsibility of the traveler in all circumstances.

Per Diem:

3.24. The intent of the purpose of the per diem is to reimburse individuals for the incremental cost of meals when traveling. Where meals are included in other charges or conference registration fees, the per diem rate for that meal cannot be claimed, and shall be deducted from the daily per diem rate claimed.

3.25. Travelers can only claim their own per diem rate.

Per Diem Rates (no receipts required):
Breakfast 10
Lunch 13
Dinner 27
Incidentals 10
Per Diem 60 (Canadian Funds)

Approved By:
Anesthesia Program Council Meeting – December 6, 2010

Revised:
January 29, 2015