



# CORPORATE POLICY AND PROCEDURE

Reviewed:	
Program	July 2014
MCC	N/A
SMT	N/A

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<b>SECTION:</b>	BOARD OF HEALTH	<b>POLICY NO.:</b>	BH-02-04
<b>SUBJECT:</b>	<b>Board Members' Honorarium and Expense Reimbursement</b>		
<b>APPROVED BY:</b>	Board of Health	<b>DATE:</b>	October 15, 2014
<b>SUPERSEDES:</b>	September 18, 2013, September 21, 2010, September 15, 2009, October 21, 2008, September 18, 2007, September 27, 2005, September 19, 2012		

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## 1. PURPOSE

- 1.1 The purpose of this policy is to provide administrative guidelines for the payment of honourarium, mileage and other expenses, as required for Board members in carrying out their role with the Board of Health for the Thunder Bay District Health Unit in compliance with the provisions of the *Health Protection and Promotion Act*.
- 1.2 Section 49 (11) Subsections (4) and (5) of the *Health Protection and Promotion Act* (HPPA) provides for payment of remuneration and expenses of Board of Health members except where the Board member, other than the Chair, is a member of a council of a municipality and is paid annual remuneration or expenses, as the case requires, by the municipality.

## 2. POLICY

- 2.1 It is the policy of the Board of Health for the Thunder Bay District Health Unit to pay an honorarium, mileage, meals and accommodation expenses to Board of Health members who are not paid remuneration as a member of their municipal council.
- 2.2 It is the policy of the Board of Health for the Thunder Bay District Health Unit to pay Board of Health members for all necessary travel, meals, accommodation, honorarium and other legitimate expenses incurred while members are engaged in authorized Thunder Bay District Health Unit business, i.e. alPHa Conference.
- 2.3 It is the policy of the Board of Health for the Thunder Bay District Health Unit to allow for a level of reimbursement which will adequately meet the needs of the Members' comfort and safety, while providing value for funds expensed as an organization responsible for managing public funds.
- 2.4 The Chief Executive Officer will request newly appointed Board members to complete a "Statement of Board Member Remuneration and Expenses" (Attachment 8.1) verifying remuneration and qualifying expenses from their municipalities to attend Board of Health meetings.

2.5 This policy also sets out the approval authority for travel related expenses. In some cases the level of approval is identified, in other cases a requirement is stated without identifying an approval level.

2.6 For the purpose of this policy, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this policy. There is no discretion to depart from the principles and mandatory requirements of this policy. All decisions should be taken very carefully.

Approvers are accountable for their decisions, which must be:

- subject to good judgement and knowledge of the situation;
- exercised in appropriate circumstances; and
- comply with the principles and mandatory requirements set out in this policy.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public;
- properly explained and documented;
- fair and equitable;
- reasonable; and
- appropriate.

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

#### *Authority*

2.7 The following chart identifies the levels for approval for business travellers within the scope of this policy:

Expense Submitted By:	Expense Authorized By:
Board of Health Member	Chief Executive Officer
Medical Officer of Health	Board Chair (or designate)
Chief Executive Officer	Board Chair (or designate)

Approvers are prohibited from approving their own expenses.

2.8 Where expenses are submitted for approval for a group, the expenses must be approved by the approver for the most senior person in the group., i.e. A director who reports to the CEO cannot submit a claim that includes the cost of the CEO's lunch even if they were at the same event, with the result that the CEO would thereby approve his own expenses.

Exception: Where the Board, Board Chair, Medical Officer of Health and Chief Executive Officer attend the same function. The Chief Executive Officer will incur the expense and the Board Chair will approve the expense.

- 2.9 As determined by Board of Health Resolution 13-2012 the Chief Executive Officer, or designate, has the authority to approve recurring meeting expenses on behalf of the Board of Health, up to \$500.00 per single transaction. A report will be provided to the Board, in conjunction with year-end reporting, identifying these expenses.
- 2.10 All requests for travel must be approved in writing by the Board Chair, by completing a Board Member Conference/Workshop Request form to attend an out-of-town conference/workshop, and submit to the Board Chair through the Executive Assistant. This should be done in sufficient time to allow Board members to take advantage of early bird registration and travel seat sales.
- 2.11 All out of province travel requests must be approved by resolution of the Board of Health.

### **3. PROCEDURE**

- 3.1 Upon their appointment, all Board members will be required to complete and submit a "Statement of Board Member Remuneration and Expenses" (Attachment 8.1) to the Chief Executive Officer, verifying whether or not they receive any of the following:
- Annual Remuneration
  - Honorarium for Attending Board of Health Meetings/Business
  - Mileage for Travelling to Board of Health Meetings
  - Meal Reimbursement for Travelling to Board of Health Meetings
  - Accommodation Reimbursement for Travelling to Board of Health Meetings
- 3.2 Board of Health Members who qualify for reimbursement under the *Health Protection and Promotion Act* should submit an FIN-18 – Expense Reimbursement – General and Travel – ONA & Non-Union Form Expense Claim Form (Attachment 8.2) to the Executive Assistant following each meeting for verification.
- 3.3 Board of Health Members who qualify for reimbursement for expenses incurred while engaged in authorized Thunder Bay District Health Unit business should submit an FIN-18 – Expense Reimbursement – General and Travel – ONA & Non-Union Form Expense Claim Form (Attachment 8.2) to the Executive Assistant upon return for verification.

Board Members are requested to submit the original invoice, rather than a credit card receipt, for any expenses they are requesting to be reimbursed.

NOTE: The TBDHU requires the invoice in order to claim for the GST/HST.

- 3.4 All Expense Forms are sent to the Chief Executive Officer for approval.

*Honorarium*

- 3.5 As determined by Board Resolution No. 2008-85, an honorarium in the amount of \$100.00 per day will be paid to each member of the Board, who is not paid an annual remuneration by their municipality, who attends the following:
- a) a regular meeting(s) of the Board;
  - b) a committee meeting(s);
  - c) a conference or convention;
  - d) a training session, workshop or retreat;
  - e) a business/project team meeting(s) on behalf of the Board.
- 3.6 The Chair will be paid an honorarium when he/she is required to attend Board business, listed or not listed above, regardless if they are paid remuneration as a member of the council of a municipality, in accordance with S. 49 (11) of the HPPA.
- 3.7 The Vice Chair will be paid an honorarium when he/she is required to attend to Board business listed or not listed above, on behalf of the Chair, regardless if they are paid remuneration as a member of the council of a municipality, in accordance with S. 49 (11) of the HPPA.
- 3.8 Board members shall receive only one honorarium fee per day, regardless of whether the member attends more than one official function in a day.
- 3.9 Board members will not be compensated for attendance at:
- a) community events, i.e. golf tournaments, trade show;
  - b) Thunder Bay District Health Unit social events, i.e. Staff Christmas Social, Staff Appreciation Event, Retirement Events; and
  - c) attending Board of Health meetings by teleconference, as they are not included in quorum.
- unless representing the Chair of the Board of Health.
- 3.10 The Board of Health's meeting honorarium will be reviewed at a summer Executive Committee meeting preceding the end of the term of the Board, prior to a municipal election.

*Meals*

- 3.11 Meals will be reimbursed at the established current rates as itemized on FIN-18 – Expense Reimbursement – General and Travel – ONA & Non-Union Form (Attachment 8.2)
- 3.12 Meals are to be claimed on a per diem basis without requiring receipts to be submitted. Receipts are only required for reimbursement if expenses exceed the daily limit. The reimbursement rates for meals are as approved by Board resolution No. 2008-85:
- a) Breakfast: \$10.00
  - b) Lunch: \$15.00
  - c) Dinner: \$25.00

- 3.13 When meals are included in the transportation fare or in the cost of registration fees, no claim for meals may be made.
- 3.14 In no circumstances will the cost of alcohol be reimbursed.
- 3.15 When the costs of travel are to be reimbursed to the Health Unit by the Government of Ontario, original receipts for meals must be submitted. Reimbursement for meals expenses incurred in Canada is subject to the maximum rates identified within the respective Ministry documentation regarding meal reimbursements. These rates include taxes and gratuities.

The rates are not an allowance, but rather must have been paid for individual meals, and provided by an established restaurant to be eligible for claim and/or reimbursement.

This relates to Government of Ontario reimbursement to the Health Unit only; the Health Unit will continue to reimburse Board members for travel meals according to Section 3.11 of this policy.

#### *Transportation*

- 3.16 Travel arrangements should be made by the most economical and practical route possible giving consideration to cost, distance and timing.
- 3.17 The Board member will be reimbursed for travel at the actual cost or most economical rate of travel, whichever is lower.
- 3.18 Other types of commercial travel including rail, bus, helicopter or boat may be used if required, economical and safe. In these instances, the associated costs are eligible for reimbursement. Travel by private boat, private plane and private helicopter will not be allowed.

#### *Local Transportation/Parking/Highway and Bridge Tolls/Ferries*

- 3.19 Based on the submission of original receipts, full reimbursement will be made for the cost of local travel from the point of arrival by public carrier to and from the local destination by taxi or shuttle.
- 3.20 Full reimbursement will also be made for the cost of parking for Health Unit related business, based on submission of original receipts. Exceptions will be made for the cost of parking meters where no receipt is available. The Health Unit will follow CRA regulations concerning the assessment of a taxable benefit for the reimbursement of parking costs.
- 3.21 Wherever possible, receipts must be obtained, however, it is reasonable to expect that certain expenses, for example, subway token or highway tolls, will not provide a receipt and these costs can also be reimbursement up to \$10 per day without receipts.

#### *Mileage*

- 3.22 Mileage will be paid at established current rates for regular Board business to Board members who do not receive expenses from their municipality, when distance travelled is over 35 km. Exact mileage should be recorded.
- 3.23 When two or more Board members travel together in a privately owned automobile, only the vehicle owner can claim mileage. The passenger(s) can not claim a mileage allowance. All the travellers should be listed on the reimbursement form.
- Board members should establish with their private insurer if additional business insurance for such a trip is necessary and should ensure that they will be covered when using their vehicle for business. It is the Board member's responsibility to ensure that they have appropriate and adequate insurance coverage prior to using their personal vehicle for business travel.
- 3.24 Administration will annually adjust the mileage reimbursement rate on January 1 of each year for Board members based on the current rate set by the Canada Revenue Agency, on that date.
- 3.25 The Chief Executive Officer will provide notification of the rate change in his/her monthly report to the Board as necessary.
- 3.26 The Executive Assistant will record mileage monthly, or as incurred, to ensure compliance under the Canada Revenue Agency regulations, i.e. change to rate paid when mileage exceeds a certain amount per calendar year.

#### *Rental Vehicles*

- 3.27 Ground transportation may be rented when justifiable, based on factors such as but not limited to cost, safety and the needs of the renter. Rental vehicles should be booked through the Health Unit's contracted rental agency unless this is not possible.
- 3.28 The standard for rental vehicle is mid-size, however, the type of vehicle should be based on safety and the needs of the traveler.
- 3.29 When traveling on Health Unit business daily insurance coverage is not required to be purchased. The process regarding insurance coverage will be dependent on the industry standards. All requirements of the rental agency must be met with regard to disclosure, i.e. they must be informed prior to crossing a provincial or international border as well as if there will be additional drivers.
- 3.30 If direct billing of rental vehicles is not provided, original rental agreements and related fuel receipts are to be attached to the Expense Reimbursement form.

#### *Airfare*

- 3.31 Air travel shall be arranged for Board business through the Health Unit's contracted travel agent. Air travel shall be arranged to incur the lowest logical airfare for the trip. Air travel shall be booked at full economy airfare, traveling by the most direct route.

Business class may be allowed for flights in excess of eight (8) hours air time with prior written approval of the Board Chair.

- 3.32 If a Board member is personally booking his or her flight a copy of the electronic itinerary must be emailed to the Executive Assistant in order to process the invoice for payment.

*Accommodation*

- 3.33 It is intended that Board of Health Members shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither extravagant nor substandard.
- 3.34 Board of Health members shall be reimbursed actual expenses for commercial accommodation at single occupancy rates.
- 3.35 Accommodation expenses will be paid to Board members who do not receive expenses from their municipality who travel for regular board business within the District of Thunder Bay up to a maximum of \$125/per night plus applicable taxes.
- 3.36 Board members are eligible for accommodation expenses, subject to some limits, in the event that they must remain an extra night due to inclement weather.
- 3.37 For convenience, the Thunder Bay District Health Unit has a standing purchase order with a number of the hotels in the District of Thunder Bay that will direct bill the health unit (See Attachment 8.4).

NOTE: The Thunder Bay District Health Unit will only pay the negotiated rate for standard room at any of these hotels. Upgrades must be paid for by the individual member at time of check-out.

- 3.38 When traveling to conferences, it is recognized that Board members normally stay in the conference designated hotels at conference negotiated preferred rates.

*Out-of-Country Travel*

- 3.39 If out-of-country travel is required, all of the preceding will apply. In addition, necessary expenses required for such travel may also be reimbursed. Such expenses include, but are not limited to, the costs of:
- travel visas;
  - currency/exchange conversion or surcharge fees;
  - airport/departure taxes;
  - required immunizations.

- 3.40 Receipts are required for reimbursement. When claiming expenses, state the amount and type of currency used. The exchange will be calculated by Finance based on exchange rates applicable on the date of the original charge.

*Other Expenses*

- 3.41 The actual costs of necessary and reasonable expenses are reimbursable, including, but not limited to, the following:
- Costs of transportation (taxis, airport limousines, etc.), parking expenses (hotel, airport and public parking) and tolls
  - Business telephone or cell phone calls, including reasonable calls to contact immediate family
  - Additional business expenses such as photocopies, word processing services, faxes, e-mail, rental and transportation of required office equipment
  - Internet connection charges to allow the traveler to fulfill Health Unit responsibilities;
  - Travel visas required
  - The cost of using a hotel safe to store confidential Health Unit documents;
  - Travel expenses relating to physical or mental disabilities
- 3.42 The following expense are deemed ineligible for reimbursement:
- Any expenses related to accompanying travel companions;
  - Repair costs for damage to luggage or personal effects;
  - Airline clubs (i.e. frequent flyer programs);
  - Parking or traffic fines;
  - Room service meals, hotel pay-per-view movies, mini-bar charges and lounge bills charged to room;
  - Personal expenditures such as entertainment, tickets to shows, sporting events, etc.;
  - Any other personal or excessive expenditure;
  - Additional hotel costs beyond the single room rate for persons who are not a Board member, or on approved Health Unit business;
  - Personal expenses which are not required in connection with the approved Health Unit travel;
  - Airline tickets purchased through a personal frequent flyer program;
  - Library fines;
  - Personal travel insurance or additional insurance premiums;
  - Excess personal baggage fees, an exception would be for required teaching or presentation materials;
  - Uninsured losses to vehicles;
  - Bank service charges;
  - Expenses for failure to cancel transportation or hotel reservations when cancellation is for personal reasons;
  - Interest charges levied on overdue invoices or credit cards;
  - Extra charges resulting from unnecessary stopovers;
  - Lost or stolen items (travelers must ensure that their personal insurance provides adequate coverage for personal property);
  - Meals included with another reimbursable item (i.e. conference fee, transportation charge, accommodation);
  - Alcoholic beverages;



- Passport and passport photographic fees;
- Toiletry articles;
- Hairdresser or barber charges;
- Health club fees;
- Personal car washes;
- Pet care expenses;
- Magazines or newspapers;
- Any illegal activity.

*Payment*

- 3.43 Payments of honorariums shall be made after the end of each quarter, in March, June, September and December, except honorariums for conferences, conventions or workshops that will be paid as part of the travel claim.
- 3.44 A quarterly report of Board meeting attendance will be prepared by the Executive Assistant and submitted to Finance for processing of honorarium payments.
- 3.45 Expense claims should be submitted to the Executive Assistant for verification and will be processed within one working day to avoid the Board member from experiencing any economic loss as a result of incurring reasonable expenses while travelling on official business.
- 3.46 Except for cost of meals within the daily per diem allowance, original receipts are to be submitted with the expense claim form, i.e. transportation, hotel, parking, etc.
- 3.47 Original receipts must clearly indicate the supplier name, their GST/HST registration number and the GST/HST paid. Faxes, credit card receipts or photocopies are not acceptable. Original receipts in a language other than English must be translated.
- 3.48 All electronic receipts must contain the same information found on an original receipt: the company's name, address, phone number and/or web address, date, description of item(s), amount charged, method of payment and GST/HST registration number. Airfare or other commercial travel expenses must be accompanied by original boarding passes.
- The original, detailed, documentation is required for CRA purposes to support the GST/HST rebate claimed by the Health Unit.
- 3.49 If original receipts are lost, destroyed or stolen, a written explanation of the expense, the date the expense was incurred and an explanation that the expense will not be claimed from any other source should be provided on the expense claim form.
- 3.50 In the event the traveller requires that the original receipts be returned, the receipts will be stamped to indicate the amount reimbursed by the Health Unit and the date reimbursed. A photocopy of the original will be kept by the Health Unit.
- 3.51 In some circumstances, Board members' travel is eligible for reimbursement by an outside agency. When travel expenses are to be partially or fully covered by another organization, the Executive Assistant will complete the form required by the outside

organization for submission for reimbursement upon receipt of the Board members' TBDHU Expense form and original receipts.

- 3.52 Expenses will be paid in accordance with the regular accounts payable processing cycle.
- 3.53 Board members must submit all claims for expenses and reimbursement prior to leaving the Board of Health.
- 3.54 Should there be a situation where there is an overpayment to a claimant, it is considered a debt owing to the Health Unit and must be repaid.
- 3.55 Good record keeping practices must be maintained for verification and audit purposes.

*Advances*

- 3.56 The Health Unit will advance funds for authorized travel expenses when the expenses required for the trip are expected to exceed \$100.
- 3.57 To obtain an advance, the traveler must complete the Advance Requisition form (FIN-13) which is developed, maintained, and may be updated by Finance from time to time. A request for an advance will be processed no more than ten (10) working days prior to the start of the related trip.
- 3.58 Advances will not be processed for prior expenditures, in these cases an Expense Reimbursement Claim form is to be used.
- 3.59 Advance payments will be processed in accordance with the established payroll processes.
- 3.60 An Expense Reimbursement form must be completed and submitted to Finance within five (5) business days of return from the trip to claim the expenses for which the advance was issued.

**4. SCOPE**

- 4.1 This policy applies to all Board of Health members.

**5. RESPONSIBILITY**

- 5.1 **Board of Health Members** are responsible for:
  - being accountable for public funds when incurring expenses while engaging in authorized business for the Thunder Bay District Health Unit;
  - accurately completing the "Board Member Remuneration and Expenses Statement" to ensure compliance under the *Health Protection and Promotion Act*; and accompanied by the required supporting documentation;
  - submitting Expense Forms to the Executive Assistant for verification.

- 5.2 The **Executive Committee** is responsible for reviewing and making recommendations to change the rate of the Board Member's honourarium at a summer meeting preceding the end of the term of the Board, prior to a municipal election.
- 5.3 The **Chief Executive Officer** is responsible for:
- approving Board of Health members' expense claim forms for payment and ensuring that all claims are for legitimate Health Unit purposes and are accompanied by the required supporting documentation, are within the conditions of this policy and are charged to the appropriate accounts;
  - requesting newly appointed Board members to complete a "Statement Board Member Remuneration and Expenses";
  - providing notification of any change in the Canada Revenue Agency rate for mileage in their monthly report to the Board.
  - for maintaining appropriate internal control, including approving regular updates to appropriate Budget and other Finance procedures as deemed necessary to ensure appropriate accountability processes for travel expenses.
- 5.4 The **Executive Assistant** is responsible for:
- verifying expense claims within one day of receipt and submitting to the Chief Executive Officer for approval;
  - recording and tracking Board members' mileage to ensure compliance under the Canada Revenue Agency regulations;
  - submitting a quarterly attendance report to Finance for processing of honorarium payments.

## 6. **DEFINITIONS**

- 6.1 **Single Rate** means that the Thunder Bay District Health Unit will only pay for the Board of Health Member's expenses and not a companion, i.e. double occupancy in a hotel room.
- 6.2 **Economy Class** – the standard of air travel, including special discount fares; it excludes first class and business class or equivalents.
- 6.3 **Receipt** – an original document showing the date, description, and amount of expenditure paid by the traveller.

## 7. **REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 7.1 BH-02-03 – Education and Professional Development for Board Members
- 7.2 Board's Amalgamated By-law
- 7.3 FP-05-07 – Travel Policy
- 7.3 Budget Procedure BU-02-08

**8. ATTACHMENTS**

- 8.1 Statement of Board Member Remuneration and Expenses
- 8.2 FIN-18 - Expense Reimbursement – General and Travel – ONA & Non-Union
- 8.3 Expense Reimbursement – General & Travel Checklist
- 8.4 Thunder Bay District Health Unit Hotel Tenders - Direct Billing Allowed

**ATTACHMENT 8.1**

**STATEMENT OF BOARD MEMBER REMUNERATION AND EXPENSES**



**STATEMENT OF BOARD MEMBER  
REMUNERATION AND EXPENSES**

Board Member's Name: \_\_\_\_\_  
(Please Print)

Section 49 (11) of the *Health Protection and Promotion Act* states:

"Subsections (4) and (5) do not authorize payment of remuneration or expenses to a member of a board of health, other than the chair, who is a member of the council of a municipality and is paid annual remuneration or expenses, as the case requires, by the municipality.

For purposes of determining entitlement to remuneration or reimbursement of expenses from the Thunder Bay District Health Unit for board of health meetings/business, please indicate whether you receive any of the following payment(s) from your municipality:

Annual Remuneration	YES	NO
Honorarium for Attending Board of Health Meetings/Business	YES	NO
Mileage for Travelling to Board of Health Meetings	YES	NO
Meal Reimbursement for Travelling to Board of Health Meetings	YES	NO
Accommodation Reimbursement for Travelling to Board of Health Meetings	YES	NO

Provide Details if Necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Board Member's Signature \_\_\_\_\_ Date

\*Annual Remuneration is defined as a remuneration calculated on an annualized basis and paid either in a lump sum or periodically and which is not dependent upon days of service or other duties undertaken on behalf of the municipality by the councillor.

\*\*Expenses are defined by Section 283 (2) of the *Municipal Act 2001* and include expenses that are actually incurred or a reasonable estimate thereof.

SECTION: BOARD OF HEALTH

POLICY NO.: BH - 02 - 04

SUBJECT: Board Members' Honorarium and Expense Reimbursement

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ATTACHMENT 8.2

FIN-18 - EXPENSE REIMBURSEMENT FORM  
GENERAL AND TRAVEL - ONA & NON-UNION

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THUNDER BAY DISTRICT HEALTH UNIT  
EXPENSE REIMBURSEMENT - GENERAL & TRAVEL  
ONA & Non-Union

Name of Claimant: \_\_\_\_\_

Purpose of Trip or Expenditure: \_\_\_\_\_

M/D/Y	DESCRIPTION	MEALS			TOTAL \$	RECEIPT #	ACCOUNT #	PROGRAM #	PROJECT #	GST
		Breakfast	Lunch	Dinner						
		\$10.00	\$15.00	\$25.00	-					
					-					
					-					
					-					
					-					
					-					
					-					
					-					
					-					
					-					
					-					
					-					
					Total Expense Claim					
					Less Travel Advance					
					Net amount due/payable					

Verified - Finance \_\_\_\_\_

CODE O63 \_\_\_\_\_

CODE O61 \_\_\_\_\_

Original to Accounts Receivable

Approval for Payment

Director / Manager Signature

Date

Certified Correct

Name (print)

Signature

To be reimbursed by outside source (ie. Ministry of Health)

ATTACHEMENT 8.3

EXPENSE REIMBURSEMENT – GENERAL & TRAVEL CHECKLIST

Expense Reimbursement - General & Travel Checklist

\*Claims will not be processed until all of the following requirements are met.

Reimbursements will be processed in accordance with approved policies and procedures

Receipts:

- Obtain all necessary receipts. Original itemized receipts (credit card or debit card slips are not acceptable) are required for all items except meals\* and parking meters. \*Please Note: If the claim is being reimbursed by an outside source, they may require meal receipts.
- Use a separate line for each transaction/receipt and list them in chronological order. Also, list the total meals for each day on it's own line.
- Number all your receipts and indicate the receipt number on the corresponding claim line.
- If an expense is paid directly by the Health Unit to the service provider (e.g. airfare, registration fees), or via procurement card, do not list it on this form. Only list what you are claiming for reimbursement.
- An Account # and Program # must be entered for each line; and a Project # (if applicable). (see the box below for frequently used account numbers)

Foreign Currency Expenses:

- Expenses incurred in anything other than Canadian currency should be reported in the foreign currency amount to match submitted receipts. Payroll will convert the expense to CDN currency.

Reimbursement from an outside source:

- If all or part of the claim is being reimbursed by an outside source (e.g. Ministry of Health & Long-Term Care) please attach the completed reimbursement form required by the reimbursing organization.
- Ensure that the appropriate address where the reimbursement form is to be sent is indicated on the form.
- Program & Project numbers are not needed for items being reimbursed by an outside source.
- The Account number for Ministry of Health & Long-Term Care reimbursement is #121 and for any other source is #123.

- Please create 2 packages:

1. **Submission for Reimbursement**
  - Copy of completed & approved TBDHU expense form.
  - Original receipts.
  - Completed expense form for the reimbursing organization.
  - Address of the reimbursing organization.
2. **TBDHU Copy - copies of ALL documents including:**
  - Original completed & approved TBDHU expense form.
  - Copies of all receipts.
  - Copy of expense form from the reimbursing organization.

- Send both packages together to payroll for processing.

Board Member Account Numbers	
Travel & Transportation	8300
Meals	8305
Registration & Materials	8310
Accommodations	8315
Recognition & Other expenses	8320
Honorariums	8325

Frequently Used Account Numbers

District Travel	
Meals	7010
Accommodations	7015
Gasoline	7004
Vehicle Rental/Lease	7005
Staff Training & Recognition	
Meals	8005
Accommodations	8015
Travel & Transportation	8000
Registration & Materials	8010

Other

General Program Supplies	21005
General Office Supplies	22020
Catering Meetings	21011

**ATTACHMENT 8.4**

**THUNDER BAY DISTRICT HEALTH UNIT HOTEL TENDERS  
DIRECT BILLING ALLOWED**

<u>Hotel</u>	<u>Room Type</u>	<u>Price</u>	<u>Effective Dates</u>
<b>Comfort Inn</b> 660 Arthur St. W. <u>Thunder Bay, ON</u> P7E 5R8 (807) 475-3155	Standard single	\$92.00 + taxes	June 1 – Sept 30
	Standard double	\$97.00 + taxes	
	Business class	\$100.00 + taxes	
	Standard single	\$90.00 + taxes	Oct 1 – Dec 31
	Standard double	\$95.00 + taxes	
	Business class	\$103.00 + taxes	
<b>Days Inn &amp; Suites (PO #181)</b> 1250 Golf Links Rd. <u>Thunder Bay, ON</u> P7B 0A1 (807) 344-3297 -or- 645 Sibley Drive <u>Thunder Bay, ON</u> P7B 6Z8 (807) 622-3297	Standard single	\$103.50 + taxes	All year
<b>Valhalla Inn (PO#0906)</b> 1 Valhalla Inn Road Thunder Bay, ON P7E 6J1 (807) 577-1121	Standard Single	\$119.00 + tax	All year
<b>Four Winds Motor Hotel</b> 100 Keewatin Avenue PO Box 867 Longlac ON P0T 2A0 Phone (807) 876-4474 Fax (807) 876-4696	Standard single	\$91.00 + tax	All year
<b>Travelodge (PO#0386)</b> 698 Arthur St. W. <u>Thunder Bay, ON</u> P7E 5R8 (807) 473-1600 -or- 450 Memorial Ave. <u>Thunder Bay, ON</u> P7B 3Y7 (807) 345-2343	Standard single	\$91.00 + taxes (\$89.00 for groups of 10 or more);	All year
	Standard - Double Occupancy	\$94.00 + taxes (\$91.00 for groups of 10 or more)	All year
	Executive Floor Room – Queen	\$111.00 + taxes (\$109.00 for groups of 10 or more)	All Year
	Executive Floor Room - King	\$121.00 + taxes (\$119.0 for groups of 10 or more)	All Year



<b>Travelodge Marathon</b> PO Box 700 Highway 17 Marathon ON P0T 2E0 Phone (807) 229-1213 Fax (807) 229-1704 Email: info@travelodgemarathon.co m	Standard single  King room	\$91.80 + taxes  \$98.10 + taxes	All year  Ask for corporate or government rate
<b>Fort Frances Adventure Inn</b> 700 Stewart Street Fort Frances ON P9A 272 (807)274-1161	Standard single	\$69.00 + taxes	All Year
<b>Lakeview Manor B&amp;B</b> 34 Drake St. Box 355 <u>Marathon, ON</u> P0T 2E0 (807) 229-2248	Queen with ensuite shower	\$100 + taxes	All year
<b>Le Chateau B&amp;B</b> 108 Main Street Geraldton ON P0T 1M0 Phone (807) 854-0839		\$100 + taxes	All year
<b>Marathon Harbour Inn</b> 67 Peninsula Rd. PO Box 1977 <u>Marathon, ON</u> P0T 2E0 (807) 229-2121	Standard single	\$94.95 + taxes	All year
<b>McKenzie Lake Inn</b> o/a 967034 Ontario Ltd. P.O Box 3000 Armstrong, ON P0T 1A0 (807) 583-2800 fax: (807) 583-2844	Standard single  Double room	\$110.00 + taxes to December 31/12  \$130 + taxes	All year
<b>Peninsula Inn</b> Highway 17 PO Box 597 Marathon ON P0T 2E0 Phone (807) 229-0651 Toll free 1-866-866-8444 Fax (807) 229-2272	Standard single	\$85.50	All year

**SECTION:** BOARD OF HEALTH

**POLICY NO.:** BH – 02 - 04

**SUBJECT:** Board Members' Honorarium and Expense  
Reimbursement

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<b>Skandia House</b> Bed & Breakfast P.O. Box 449 17 Second St Nipigon, ON P0T 2J0 (807) 887-3133	Single room Breakfast (incl.)	\$85.00	All year
<b>Victoria Inn</b> 555 W. Arthur St Thunder Bay, ON P7E 5R5	Standard single	99.90 + Taxes	All Year

Updated: August 14, 2012