

WHSC Policies

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WORKERS HEALTH & SAFETY CENTRE

Subject: **Business Meals**
Category: Administration

Policy No.: AD02

Section 1 – Introduction & Purpose

1.1 Introduction

The WHSC was given direction by the Ministry of Labour to modify its policies to conform to the *Broader Public Sector Expenses Directive* (The Directive).

1.2 Purpose and Objectives

For the purposes of this policy, business meals are defined as the provision of food and/or beverages to a person or group employed by the WHSC during normal business hours, or extended hours if engaged in a work-related activity.

This does not include per diem amounts, but circumstances where a meal or refreshment may be required during an internal event, or externally if the situation is reasonable and warranted.

Section 2 – Procedure

2.1 Approval

Any decisions about business meals should be made with due consideration for prudence and responsible use. If challenged, the expense should demonstrate accountability and transparency, and provide a sound business case for its authorization.

The highest authority level present must be the one to approve the expenditure and where possible, pay the expense, and submit the receipts for reimbursement. At minimum, they must be at a supervisory or management level.

Non-management staff require pre-approval from their immediate supervisor for any business meal expenditures.

2.2 Service of Alcohol

Absolutely **no alcohol** will be reimbursed in relation to business meals.

2.3 Expense Submission

Business meal expenses submitted for reimbursement must be done on a timely basis, include written explanations, the business reason and attending staff must be included either on the back of the receipt or clearly indicated on the expense form. Claims must include **original** (not photocopied), **itemized receipts** and any related approval documents. Credit card receipts or statements are not considered appropriate backup material.

Please refer to Policy #AD04 for additional expense submission rules.

WORKERS HEALTH & SAFETY CENTRE

Subject: **Expense Reimbursement**
Category: Administration

Policy No.: AD04

Section 1 – Purpose & Scope

The purpose of this Policy is to:

- Establish what Expenses will be reimbursed by the Workers Health & Safety Centre (WHSC).
- Define who is authorized to approve Expenses; and
- Ensure that WHSC is in compliance with the Broader Public Sector (BPS) Expenses Directive (“Directive”) issued in accordance with the *Broader Public Sector Accountability Act, 2010* (“Act”). As a designated BPS organization, WHSC must comply with the Act and Directive.

1.1 This Policy applies to:

- All employees submitting Expense claims to WHSC, including regular, temporary or contract employees.
- All persons responsible for approving Expenses, as outlined in this policy.

Subject to 1.2 below, this Policy covers all reimbursable Expenses incurred while undertaking business on behalf of WHSC or relating to reimbursable items in the current Collective Agreement. This policy applies regardless of the method used to pay such expenses, including but not limited to: Expenses reimbursed to the claimant, charged to a Corporate Credit Card, or direct to a WHSC department through an internal cost transfer.

1.2 This Policy does not apply to:

Expenses reimbursed to WHSC Instructors, Young Worker Awareness Program Presenters, Volunteers, Board Members, WHSC Executive Director, or third parties engaged by the WHSC to provide consulting or other services. Expenses for the aforementioned are covered by specific policies relating to them.

1.3 Principles

This Policy supports the following four key principles:

- **Accountability:** WHSC is accountable for the funds it receives.
- **Transparency:** WHSC is transparent to all stakeholders. The rules for incurring and reimbursing expenses are clear, easily understood, and made readily available.
- **Value for Money:** WHSC must ensure any funds received are used prudently and responsibly.
- **Fairness:** that legitimate authorized expenses incurred are reimbursed consistently across the organization.

1.4 Definitions

“Expenses” includes travel, meal, hospitality expenses, any expenses incurred by an individual or group of individuals in furtherance of WHSC business, and any other expenses for which an individual seeks to be personally reimbursed.

1.5 General

- 1.51 Expense claimants and approvers shall use their integrity, prudence, and good judgement in the application of this policy.
- 1.52 Expenses paid by WHSC cannot be used by the claimant for income tax purposes or for any claim to another organization or granting agency.
- 1.53 Claimants shall not seek reimbursement for Expenses that benefit others, except where the Expense can be attributed to more than one person (e.g. group functions or shared accommodations) in which case the Expense must be claimed by the person with the highest approval authority as per the schedule detailed in Section 2.1.
- 1.54 Expense submissions that do not conform to this Policy will be returned to the claimant unpaid. The WHSC assumes no obligation to reimburse Expenses that are not in compliance with this Policy.

Section 2 – Accountability Framework

2.1 Approval Authority Schedule (AAS)

All Expenses must be approved by the person to whom the claimant directly reports. In addition, where so noted in this Policy, Expenses may require additional approvals. The AAS levels are listed below:

Total Expense Claim Amount	Claimant	Approver(s)
Category A: \$0-\$15,000	Staff member	(i) Direct Supervisor (ii) Assistant to the Executive Director-Administration
	Manager	(i) Director (ii) Assistant to the Executive Director-Administration
	Director	Executive Director
Category B: \$15,000.01 +	As per Category "A" plus a minimum of the Executive Director	

2.2 Claimant's Responsibilities

Claimants are expected to:

- Exercise integrity, prudence and good judgement when incurring Expenses on behalf of the WHSC.
- Inform themselves of the requirement of this Policy, seeking clarification as needed.
- Obtain all required pre-approvals where necessary.
- Ensure compliance with this Policy and all other related policies such as the *Travel Expenses Policy*, *Business Meals Policy*, *Hospitality Policy*, and *Procurement Policy*.
- Ensure Expenses supported by grants or contracts are in compliance with the terms of the relevant granting agency; Expenses supported by donations are in compliance with the donation terms.
- Ensure that amounts claimed for expenses are accurate, complete, reasonable and in accordance with this and any other applicable Policy.
- If not evident from any attached receipts, include documentation of the purpose and reasonableness of the amounts claimed.
- Provide original itemized receipts, or supporting evidence of the Expense that is sufficient for the Approver to consider the appropriateness of the Expense claim. Credit card slips, credit card statements, or photocopied receipts are not sufficient documentation of the Expense.
- Ensure that Expenses that will be reimbursed directly to the claimant by another party are not submitted to the WHSC for reimbursement.
- Repay any overpayments.

- If leaving employment of the WHSC, submit any Expense claims prior to leaving.
- Submit Expense claims using the most recent version of the Weekly Expense and Activity Statement form (“Expense Form”), along with any required pre-approval documentation within the timeframes established by this Policy.

2.3 Approver’s Responsibilities

Approvers are expected to ensure that Expenses they approve are:

- Supported by appropriate documentation.
- Incurred in a manner that is consistent with this Policy and other related policies.
- Within the scope of the Approver’s approval authority.
- Not self-approved.
- Submit Expense claims using the most recent version of the Expense Form, within the timeframes established by this Policy.

2.4 Management responsibilities for certification of compliance

As a due diligence measure, members of management and other persons as may be designated by the Executive Director will be required to provide written confirmation to the Executive Director that they have complied with this Policy.

2.5 Delegation of Approval Authority

Delegation of approval is permitted during temporary absences of an Approver. The delegate must be of equivalent or higher administrative rank to the Approver they are replacing. The Approver cannot sign his or her own Expenses. The absence of the Approver should be noted beside the delegate’s signature.

Section 3 – Procedures

3.1 Expense Reimbursement Requirements

- 3.11 Staff must complete and sign the Weekly Expense and Activity Statement form and submit the claim according to the AAS in Section 6.1 above together with supporting, original, itemized receipts and any other required documentation. Receipts and any supporting documentation should be stapled to the back of the Expense form and must be attached in a way for ease of viewing by Approvers. The P.O. Requisition Form is not to be used instead of, or in addition to, the Expense Form.
- 3.12 All Expenses must be listed on the Expense Form in Canadian dollars. Any exchange rate(s) applied should be the claimant’s actual cost of obtaining foreign funds or the Bank of Canada’s rate. It is recommended that a proof of currency exchange be provided with the claim.
- 3.13 In addition to other applicable policies such as the *Travel Expenses Policy*, *Business Meals Policy*, *Hospitality Policy*, and *Procurement Policy*, the following sections identify Expense eligibility/ineligibility for reimbursement under this Policy.

3.2 Travel Receipt Requirements

In addition to the details in the *Travel Expenses Policy #AD12*, submitted receipts should also conform to the following requirements:

- Detailed hotel bills/statements must be included for reimbursement. If the bill does not show a zero balance or proof of payment, a credit card slip or other supporting receipt must also be submitted.
- Mileage claims must include the ‘From’ and ‘To’ locations; While odometer readings are not required, a general description of location in the Expense Form is required to gauge reasonableness of the claim (e.g. From: “Office”, To: “Peterborough”).

- Claims for airfare must be supported by the passenger's copy of the original itinerary and boarding pass or print-out of electronic boarding pass/confirmation email if checking in online.

3.3 Business Meal Requirements

In addition to the details in the *Business Meals Policy #AD02*, submitted receipts should also conform to the following requirements:

- The business purpose and names of attendees should be either on the receipt or on the Expense Form. For large events (i.e. >5 people) the number of attendees is sufficient enough documentation.
- Receipts or documentation must detail an itemized list of the food and beverages ordered. In instances where establishments do not provide itemized receipts, a written log of items ordered and price must be included as supporting documentation by the claimant.

3.4 Alcoholic Beverages

The cost of alcoholic beverages generally cannot be charged to the WHSC. The provision of alcohol may be charged to the WHSC only in exceptional circumstances with written pre-approval by the Executive Director. Where alcohol is approved, alcohol costs must be moderate and alcohol must be provided in a reasonable manner. Preference should be given to wine, beer and spirits produced in Ontario.

3.5 Staff Social Events

WHSC does not fund staff social events (e.g. holiday parties, picnics, birthday, retirement and shower celebrations). These staff social events may be held without charge in WHSC rooms subject to availability and staff may contribute food and beverages at their own expense or through the Social Committee. Constituency Engagement events are not considered social events (see Section 7.5).

3.6 Constituency Engagement Events

Engagement Events (e.g. Strategy & Consultation meetings) must be appropriately modest, fit the circumstances and have available budgeted funds.

3.7 Hospitality

In accordance with the Directive, hospitality is the provision of food, beverage, accommodation, transportation and other amenities to people who are not engaged in work for the WHSC, other designated BPS organizations, and Ontario Government Ministries and Agencies.

Details for approvals and expenses are found in the *Hospitality Policy #AD05*.

3.8 Gifts of Appreciation

Token gifts or appreciation, valued at up to \$50, may be extended to persons who do not work at the WHSC in exchange for pro-bono services. Gifts above \$50 must be justified and pre-approved by the responsible Director. An honorarium is not subject to this Policy.

3.9 Expenses for Consultants and other Contractors

In no circumstances will consultants and other contractors be reimbursed for any hospitality, incidental or food expenses, including meals, snacks, beverages, gratuities, laundry or dry cleaning, valet services, dependent care, home management, or personal phone calls.

Reimbursements for allowable Expenses (e.g. travel and accommodations) can be reimbursed only when the contract specifically provides for it, and the Expenses claimed do not fall into any of the prohibited categories set out above.

3.10 Personal Expenses

Personal expenses include costs which are not necessary consequences of travel, a Collective Agreement provision, or business performed on behalf of the WHSC and will not be reimbursed. These include avoidable stopovers, service charges related to late payments of credit card charges, parking/traffic fines, entertainment-related activities not associated with work duties.

When arranging travel or expenses in conjunction with personal expenses, staff are required to wherever possible have the costs relating to personal activities be billed separately. In cases where separate bills are not possible, they must be clearly shown as reductions on the Expense Form.

Section 4 - Expense Administration

The Administration Department oversees all reimbursements and related inquiries. Expense submissions may be subject to random audits to ensure compliance with this Policy.

4.1 Submission Deadlines

As a guideline, Expenses should be submitted promptly for reimbursement. The fiscal year end expense cut-off deadline will be communicated to all staff at least one month before year end, including reminders as the deadline approaches. Expenses submitted past the fiscal year end cut-off deadline will not be eligible for reimbursement.

4.2 Method and Currency of Reimbursement

Reimbursement of staff Expenses will be paid via direct deposit in Canadian funds.

4.3 Partial Reimbursements

If the WHSC is reimbursing the claimant for only a portion of the total costs and the claimant want to use a portion of the original detailed receipts submitted for some other purpose, the Administration Department will enter the amount paid by the WHSC on each original detailed receipt or ticket stub and return the annotated original to the claimant.

4.4 Managerial Discretion

For the purposes of this Policy, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with the intent of the Policy. There is no discretion to depart from the principles of 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.
- Appropriate; and
- Consistent.

WORKERS HEALTH & SAFETY CENTRE

Subject: **Hospitality**
Category: Administration

Policy No.: AD05

Section 1 – Introduction & Purpose

1.1 Introduction

The WHSC was given direction by the Ministry of Labour to modify its policies to conform to the Broader Public Sector Expenses Directive (The Directive), as well as specific direction from the Chief Prevention Officer.

1.2 Purpose and Objectives

For the purposes of this policy, hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid to people who are not engaged to work for:

- The WHSC.
- Any other Health and Safety Association, Ontario government ministries and public entities covered by The Directive or by the Ontario Public Sector *Travel, Meal and Hospitality Expenses Directive*.

Providing coffee or other refreshment at an in-house meeting or education session is not considered hospitality, and is governed by the Business Meals policy.

Section 2 – Procedure

2.1 Pre-approval

All hospitality must have written pre-approval by the Executive Director. Hospitality where alcohol is being served requires written pre-approval by The Chief Prevention Officer. The highest authority level present at the hospitality event must make the request and submit the expense.

All requests must be written and include the following:

- Hospitality purpose.
- Organization(s) involved and list of attendees.
- Location and nature of expense.
- Approximate planned expenditure amounts.

2.2 Service of Alcohol as Hospitality

Alcohol can be served at hospitality events where appropriate and must be clearly stated in the pre-approval submission.

Alcohol must be provided in a responsible manner and food should always be served when alcohol is available. Preference should be given to wine, beer and spirits produced in Ontario.

2.3 Expense Submission

Hospitality expenses submitted for reimbursement must be done on a timely basis, include written explanations, the business reason and attending staff must be included either on the back of the receipt or clearly indicated on the expense form. Claims must include original (not photocopied), itemized receipts and any related approval documents; including written pre-approval for the hospitality. Credit card receipts or statements are not considered appropriate backup material.

Please refer to the Expense Reimbursement Policy #AD04 for additional details.

WORKERS HEALTH & SAFETY CENTRE

Subject: **Perquisites**
Category: Administration

Policy No.: AD08

Section 1 – Introduction & Purpose

1.1 Introduction

The WHSC was given direction by the Ministry of Labour to modify its policies to conform to the *Broader Public Sector Perquisites Directive* (The Directive), as well as specific direction from the Chief Prevention Officer.

1.2 Purpose and Objectives

For the purposes of this policy, a perquisite (or perk) refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, is not generally available to others, and is not a business-related requirement.

The following perquisites are not allowed under any circumstances:

- Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs.
- Season tickets to cultural or sporting events.
- Clothing allowances not related to health and safety or special job requirements.
- Access to private health clinics – medical services outside those provided by the provincial health care system or by the employer’s group insurance benefit plans.
- Professional advisory services for personal matters, such as tax or estate planning.

These privileges cannot be provided by any means, including:

- An offer of employment letter, as a promise of a benefit.
- An employment contract; or
- A reimbursement of an expense.

Any benefit or privileges detailed in the Collective Agreement with COPE 343 is not subject to this policy.

Section 2 – Procedure

2.1 Special Consideration

In limited and exceptional circumstances, a special consideration may be provided to an individual or group. Special considerations are to be proven through a business case to be a business-related requirement for the effective performance of the individual’s or group’s job.

Prior approval, supported by a business case, must be obtained by the Executive Director before proceeding to offer and provide any perk to an individual or group.

In any cases where a special consideration would benefit the Executive Director, prior approval must be obtained by the President and Chair.

2.2 Documentation

Good record-keeping practices concerning perquisites will be maintained for verification and audit purposes.

Any special considerations require documentation of prior approval, including the approved business case, and any terms and conditions of the arrangement and any appropriate time limits.

If the consideration is for one individual only, there must also be an agreement that is signed by both approver and the individual setting out the necessary terms and conditions.

2.3 Declaration

Information about any special considerations will be included in WHSC annual reports, and include a summary of the consideration with rationale, including any timeframe, if applicable.

WORKERS HEALTH & SAFETY CENTRE

Subject: **Procurement**
Category: Administration

Policy No.: AD09

Section 1 – Introduction & Purpose

1.1 Introduction

April 1, 2011, was the effective date of the first phase of the *Broader Public Sector Procurement Directive* issued by the Management Board of Cabinet. The Broader Public Sector (BPS) Procurement Directive (Directive) replaces the BPS Supply Chain Guideline issued by the Ministry of Finance in 2009.

1.2 Purpose and Objectives

In order to ensure that the Directive is being met, this written procedure should be utilized in all applicable procurement situations.

Preference will be given to suppliers who manufacture or supply Canadian-made products and operate in a union environment.

Section 2 – Procedure

2.1 Identification of Procurement Need

WHSC is responsible for developing a Procurement Plan as part of the annual budget planning process. A process is to be established where the Plans are reviewed to identify common procurement needs and a shared procurement plan and timeline are developed with senior WHSC management.

2.2 Procurement Requirements based on Value

Procurement Method Required	Value of Good or Service	Value of Consulting
Invitational Competitive (Minimum of 3 written quotes)	Greater than \$10,000 and up to and including \$100,000	Greater than \$0 and up to and including \$10,000
Open Competitive (Minimum Electronic Tendering System)	Greater than \$100,000	Greater than \$10,000

2.3 Non-Competitive Procurement Methods

Non-competitive selection methods for values up to **\$250,000** must have approval of the Executive Director. Amounts over this threshold require approval by the Board of Directors.

In addition, any non-competitive selection of consulting services requires approval by the Chief Prevention Officer.

Section 3 – Request for Proposal Process

3.1 Selection of RFP Evaluation Committee

The designated Buyer has the ability to select members of an evaluation committee. Each member of the committee will have one vote in the formal evaluation process. Each member must

also sign a Conflict of Interest document (noted below in section 4.1) and given a copy of the BPS Supply Chain Code of Ethics.

3.2 RFP Facilitator

The Buyer will work with the Assistant to the Executive Director - Administration in facilitating the procurement process. The Assistant to the Executive Director will generally have no voting option, unless effectively the Buyer in the procurement, and will therefore have normal voting rights. In some cases another RFP Facilitator can be selected, as long as they have the appropriate procurement training and experience.

3.3 Identification of Requirements for Goods or Services to be procured

Each Committee member in the procurement process will provide details of any unique business needs to be included in the Request for Proposal.

3.4 Creation of Request for Proposal

The RFP Evaluation Committee will jointly draft a Request for Proposal incorporating all WHSC needs identified for the good or service to be procured. The Committee is required to develop reference questions as well as the scoring criteria and weighting for inclusion in the RFP. The Committee will also be responsible for establishing time lines for the process.

Time Line Examples:

- Feedback on draft RFP.
- Finalization of RFP.
- Merx Posting.
- Vendor questions due date.
- Answers to vendor questions.
- Vendor Submissions due date.
- Evaluation of submissions.
- Notification to vendors.

3.5 Merx Posting

Agreement of all members of the RFP Evaluation Committee is required prior to posting of the Request for Proposal on Merx. The RFP will be posted to Merx for a period of 15 calendar days. Any vendor questions are to be submitted within 10 days of posting and answers to be provided within 3 days of receipt of question. The Evaluation Committee will be notified of any vendor questions and will jointly develop a response.

3.6 Creation of Scoring Matrix

The Evaluation Committee will be responsible for jointly developing a scoring matrix based on the scoring criteria and weighting contained within the RFP. This exercise will also include identification of a description for each point value. Agreement from all members of the Evaluation Committee will be required on the scoring matrix and point value description to be used. Scoring criteria must be aligned with WHSC's Statement of Labour Principles.

3.7 RFP Evaluation Preparation

The RFP Facilitator on closing of the Merx posting will:

- Label each original vendor submission with an identification number, i.e. # 1, # 2.
- Make a duplicate copy of each submission and label each duplicate with the corresponding identification number.
- Remove the pricing from each duplicate submission package and label the pricing page with the applicable vendor identification number.
- Vet the duplicate submission of any vendor identification.

The original vendor submissions and duplicate copies will be boxed and secured separately.

Section 4 – RFP Evaluation Process

4.1 Conflict of Interest Form

The Evaluation Committee will meet on the dates previously agreed on to conduct the evaluation of vendor submissions. Each committee member will be required to sign a Conflict of Interest form prior to the distribution of the vendor submissions packages. The signed Conflict of Interest forms will be provided to the RFP Facilitator.

4.2 Vendor Submission Distribution

The RFP Facilitator will distribute a copy of each vetted vendor's submission with the pricing removed to each Evaluation Committee member.

4.3 Scoring Matrix Distribution

The RFP Facilitator will distribute a copy of the previously agreed upon scoring matrix to each Evaluation Committee member. The scoring matrix will be reviewed to ensure each Evaluation Committee members understanding.

4.4 Review and Initial Scoring of Vendor Submissions

Each Committee member will be asked to review and score the vendor submission using the scoring matrix.

4.5 Preparation for Review of Group Scoring

The RFP Facilitator will create a chart on a whiteboard or flipchart for each scoring criteria item with column for each participant's score.

Example:

Criteria # 1 Audit Firm's History & Executive Summary - Scoring value = 5 points

	Vendor	Vendor	Vendor
IHSA	5	5	5
PSHSA	5	5	5
WSN	3	5	5
WSPS	3	5	5

4.6 Review of Group Scoring of Vendor Submissions

Upon completion of the review of vendor submission and scoring of all Evaluation Committee members, the RFP Facilitator will request the each member's score starting with the first criteria item for discussion. Each scoring criteria item should be documented and discussed prior to moving to the next item.

4.7 Changes to Individual Scoring

The RFP Facilitator must ensure that any changes to scoring by individual Evaluation Committee members are identified on the master chart.

4.8 Review of Score (before Pricing)

Upon completion of documenting all criteria item scores, the score is tabulated.

Example:

	Participant 1	Participant 2	Participant 3	Participant 4	TOTAL
Vendor	65	60	58	48	231
Vendor	55	60	65	65	245
Vendor	65	55	65	55	240

4.9 Price Scoring

At completion of scoring (before Pricing), the RFP Facilitator will distribute a copy of the duplicate vendor pricing page for Evaluation Committee scoring.

4.10 Review of Price Scoring

Upon completion of scoring of vendor pricing, the RFP Facilitator will request the each member's score and document for discussion.

For vendor pricing which is not the lowest price, the following formula should be used:
 $\text{Lowest price} / \text{Vendor price} = \$ \text{ Difference} \times \text{Agreed on Point Value} = \text{Score value}$

4.11 Review of Final Score

Upon completion of documenting all pricing scoring, the final score is tabulated.

Example:

	Participant 1	Participant 2	Participant 3	Participant 4	TOTAL	Pricing Score	TOTAL
Vendor	55	55	65	65	240	17.35	257.35
Vendor	60	55	65	55	235	17.39	252.39
Vendor	60	65	58	48	231	25	256

4.12 Identification of Vendors

At completion of the final scoring (before reference checks) the RFP Facilitator will provide to the Evaluation Committee members the identity of the vendors based on the numbers assigned.

4.13 Debrief

Upon completion of final scoring (before Reference Checks), the RFP Facilitator will conduct a debriefing of the evaluation to confirm agreement of the process and identify any lessons learned.

4.14 Reference Checks

The RFP Facilitator will perform reference checks using the previously agreed upon reference questions as well as scoring matrix for references. Upon completion, the RFP Facilitator or identified individual will provide all Reference Check Scores and the Final Score with Reference Scores to the Evaluation Committee members.

Example:

	Reference	Reference	Reference	Total Score /300	Total Percent - out of 10%
Vendor	96	93	97	286	9.5

	Part. 1	Part. 2	Part. 3	Part. 4	TOTAL	Pricing Score	TOTAL	Reference Check Score	FINAL TOTAL
Vendor	55	55	65	65	240	17.35	257.35	9.9	267.25
Vendor	60	55	65	55	235	17.39	252.39	9.8	262.19
Vendor	60	65	58	48	231	25	256	9.5	265.5

4.15 Vendor Notification

The Evaluation Committee members will identify a date for notification to the submitting vendors. On the agreed upon date, the RFP Facilitator will notify the vendors.

4.16 Consultants and Other Contractor Expenses

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor.

WORKERS HEALTH & SAFETY CENTRE

Subject: **Travel Expenses**
Category: Administration

Policy No.: AD12

Section 1 – Introduction & Purpose

1.1 Introduction

The WHSC was given direction by the Ministry of Labour to modify its policies to conform to the *Broader Public Sector Expenses Directive* (The Directive), as well as specific direction from the Chief Prevention Officer.

1.2 Purpose and Objectives

To provide accountability and adequate internal control on all reimbursable travel expenses.

Any decisions about travel should be made with due consideration for prudence and responsible use. If challenged, the expense should demonstrate accountability and transparency, and provide a sound business case for its authorization.

Section 2 – Procedures

2.1 Air-Travel Arrangements

- 2.11 All air travel within the province of Ontario must receive approval by the respective Director prior to arrangements being made. All travel outside of Ontario requires written approval from the Executive Director prior to booking tickets. All international travel outside of Canada and the continental United States requires written pre-approval from the Chief Prevention Officer.
- 2.12 Wherever possible, travel arrangements should be booked with a unionized carrier, and be economy class, or equivalent.
- 2.13 Upon completion of the trip, the original itinerary and boarding pass or print-out of electronic boarding pass/confirmation email if checking in online must be attached to the Weekly Expense Form and submitted to the employee's direct supervisor for review and approval.

Refer to the *Collective Agreement, Appendix 2: Transportation Policy* and the *Expense Reimbursement Policy #AD04* for additional details.

2.2 Overnight Accommodations

- 2.21 Overnight hotel stays must receive approval by the respective Director prior to arrangements being made. Staff is to pay for their own authorized overnight accommodations and will be reimbursed at the standard, single room rate.
- 2.22 Wherever possible, staff must stay at unionized hotels.
- 2.23 Standard parking rates while staying overnight will be reimbursed. Hotel valet parking is not reimbursable, unless for documented health and safety reasons.

2.3 Reimbursable Expenses

Refer to the *Collective Agreement, Appendix 2: Transportation Policy* and the *Expense Reimbursement Policy #AD04* for more details on allowed, reimbursable expenses.

- 2.31 Reimbursement for eligible meals and kilometres travelled in respect to all non-bargaining unit staff, Board members and other individuals performing work for the WHSC are to comply with the rates set out in the Ontario Government's Travel, Meal and Hospitality Directive. The regular commute to work is not considered travel for reimbursement expenses.
- 2.32 The Employer will reimburse the employee for the deductible cost of collision and/or comprehensive damages up to five hundred dollars (\$500) sustained by the employee's vehicle while the employee was on Employer business, provided that the employee makes a request for such reimbursement, that he/she can show proof that he/she was not at fault in the accident, that he/she cannot be reimbursed in any other way, and that all reporting requirements were met. The Employer will also reimburse insurance deductibles for windshield replacement when the damage occurred while the vehicle was being used for Employer business.

2.4 Vehicle Rentals

Refer to the *Collective Agreement, Appendix 2: Transportation Policy* for details on personal automobile rentals.

If for health and safety reasons another vehicle is required, the reason(s) must be documented with the submitted receipts in order to be eligible for reimbursement.

2.5 Expense Submission

All travel expenses submitted for reimbursement must be done on a timely basis (i.e. 30 days), include written explanations, the business reason and attending staff must be included either on the back of the receipt or clearly indicated on the expense form. Claims must include original (not photocopied), itemized receipts and any related approval documents. Credit card receipts or statements are not considered appropriate backup material.

Refer to the *Expense Reimbursement Policy #AD04* for more details on expense submissions.