

**Travel Expenses** **FP-11**

**POLICY** Employees are reimbursed for all eligible expenses incurred while on authorized travel. Employees travelling on IPC business are reminded that government funds are being used, and should therefore ensure that the most practical and economical arrangements for accommodation, meals and travel are made. Entitlement to reimbursement for travel expenses is in accordance with the policies of the Ontario Government.

**REQUIREMENTS** Eligible expenses (original receipts required) include:

- accommodation, as arranged under policies [FP-10](#) and [FP-12](#);
- kilometres @ **0.44 cents/km**. Employees may use their own cars or rent a car depending on which is more practical and economical (refer to Policy [OSS-07, Car Use](#));
- some long-distance telephone calls;
- meals \$34 daily (\$6.75 breakfast, \$9.25 lunch, \$18 dinner);
- taxis; and
- public transit.

Employees may claim for a single expensed item from petty cash (excluding accommodation and mileage costs) to a maximum of \$30 per claim.

**PROCEDURES**

**Staff** Complete a [Statement of Travelling Expenses Form](#) and forward to supervisor for review. Full

documentation must be attached to the claim. Original receipts that itemize all costs being claimed are required to support all expenses. Credit card slips will no longer be accepted. Photocopies of receipts are also not accepted.

**Supervisor**

Review completed form to ensure that expenses were appropriate. Initial form and forward to Finance and Procurement Co-ordinator.

**Finance and Procurement Co-ordinator**

Process travel expense claim and check form for accuracy and required signatures/initials.

**Director, Corporate Services**

Authorize travel expense claims for all employees. Except Assistant Commissioner and Director of Corporate Services.

**Commissioner**

Authorize travel expense claims for Assistant Commissioner and Director of Corporate Services.

**Finance and Procurement Co-ordinator**

Forward completed travel expense claim with original receipts to Finance Branch for processing and payment.