

## **EXPENSES ARE REIMBURSED IN ACCORDANCE WITH CORPORATE POLICY. REFER TO CORPORATE POLICY MANUAL - TRAVEL AND BUSINESS EXPENSES**

### **INSTRUCTIONS**

1. Refer to corporate "Travel and Business Expenses " policy on the FHA intranet.
2. Attach original receipts or proof of purchase for all expense claims. Employees should retain a copy for their records.
3. Attach completed conference/course registration form or invoice for direct payment of fees.
4. The employee expense report must be signed by the employee and approved by the employee's supervisor, in the context of the corporate reporting structure and corporate policy.
5. Provide reasons for all expenses in Section 4 of the employee expense report
6. Forward the original approved report and the original receipts or proof of purchase to Accounting Services located at 330 East Columbia Street, New Westminster, B.C. V3L 3W7. Photocopies will not be accepted.
7. Mileage, parking, taxis and transit are claimed on a Mileage Claim and Log Form. Forward to your timekeeper.
8. Business Insurance includes expenses related to upgrade of auto insurance from pleasure or to/from work to business insurance. Claim must include: 1) Accounts Payable-Vehicle Insurance Application form; 2) Automobile Insurance Comparison of Rate Sheet; and 3) A copy of the purchased insurance. For further instructions and guidelines refer to FHA intranet - Vehicle Insurance Policy.

### **DEFINITIONS**

#### **TRAVEL**

Local - includes meals and accommodations within the the Lower Mainland/Fraser Valley area. This area includes all geographical regions administered by Fraser Health and Vancouver Coastal Health with the exception of the Central Coast (Bella Bella and Bella Coola), excluding mileage and other transportation costs. These costs must be pre-approved by President and Chief Executive Officer or Vice President .

Provincial - includes accommodations, meals and transportation costs when traveling within BC, but outside of the local travel area, excluding mileage.

Out of Province - includes accommodations, meals and transportation, excluding mileage, when traveling outside of BC or Canada. **\*\*Must be pre-approved by Senior Management (see below)\*\***

#### **OUT OF PROVINCE TRAVEL**

An "Out-of-Province Travel Request Form" must be completed and signed by Senior Management to be authorized for reimbursement. Senior Management includes: President and Chief Executive Officer, Vice President and Executive Director. The approved form must be submitted to Accounting Services prior to travel.

In the case of Senior Management, authorization must be obtained from a superior.

#### **WORKSHOP/CONFERENCES/COURSE FEES/SUNDRY**

Academic Courses - includes expenses related to courses conducted by a formal educational organization (e.g. university, college, technical school). Includes course fees and materials.

Workshop - includes expenses related to workshops that pertain to functional centre and/or organizational activities and responsibilities (e.g. CPR training, Justice Institute education sessions, wound care workshop). Includes workshop fees and materials and the fees paid to outside instructors.

Conference - includes expenses related to conferences and conventions. Includes conference fees and materials.



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**INCLUDE ORIGINAL RECEIPTS FOR ALL EXPENSES. ALL MILEAGE TO BE RECORDED THROUGH TIMEKEEPER.**

## EMPLOYEE EXPENSE REPORT

Location: \_\_\_\_\_

FUNCTIONAL CENTRE NO.

DATE

<b>EMPLOYEE NAME (Last, First)</b>		Employee Payroll No.		1.		.														D/M/Y	
Payable To:		VENDOR NO.		ADDITIONAL INSTRUCTIONS												Attachments <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Employee																					
<input type="checkbox"/> Other (name) _																					
Mail To:																					
<b>SECTION 1 TRAVEL</b>				<b>SECTION 4 REASON FOR/DETAILS OF EXPENSE</b>																	
From		To																			
Destination		Dates																			
Reason For Travel		No. of Days away																			
				TOTAL EXPENSES INCLUDING GST		GST															
Advance Requested		9601.11.6900001																			
Local - (see definition)		EOC 6231000																			
Provincial/territorial - (see definition)		EOC 6231200																			
Out of Province - (pre-approval form required)		EOC 6231400																			
<b>SECTION 2 WORKSHOP/CONFERENCES/COURSE FEES/SUNDRY</b>				<b>SECTION 5 FINANCE USE ONLY</b>																	
Academic Course Fees & Materials (see definition)		EOC 6152000																			
Workshop Fees & Materials (see definition)		EOC 6153000																			
Conference Fees & Materials (see definition)		EOC 6154000																			
Staff Development Program		EOC 6159900																			
Membership Fees		EOC 6602000																			
Business Insurance (see definition)		EOC 6800000																			
<b>SECTION 3 OTHER - COMPLETE SECTION 4</b>								Audit By													
Other		EOC						Int.													
Other		EOC						<b>SECTION 6 REIMBURSEMENT SUMMARY/APPROVAL</b>													
Other		EOC						TOTAL EXPENSES													
								Less Cash Advances Received													
								Account 9601.11.6900001													
								Amount Due to (from) Employee													
TOTAL EXPENSES (INCLUDING GST)																					

I hereby confirm that the expenses submitted above are in compliance with the Travel and Business Expenses policy.

EMPLOYEE
(Please Print)
Name
Position
Telephone
Signature

I hereby confirm that I am approving expense in compliance with the Travel and Business Expense policy and procedure.

APPROVED BY
(Please Print)
Name
Position
Telephone
Authorized Signature