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ISSUED BY:	Chief Executive Officer		PAGE:	1 of 6
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EMPLOYEE TRAVEL

Purpose

To establish guidelines and procedures for reimbursement to employees for travel expenses incurred while providing services for Sensity and the use of Agency provided vehicles.

Policy

Sensity is committed to ensure employees are fairly and accurately reimbursed for expenses incurred while travelling in the course of their employment. Sensity will compensate employees for hours worked and reimburse employees for reasonable and justifiable out-of-pocket expenses incurred for business travel and while providing support to individuals supported. All travel requests will be approved in accordance with Sensity procurement policies.

Scope

This policy applies to all Sensity employees, Board members, volunteers and third parties engaged to provide consulting or other services who incur business related expenses on behalf of Sensity.

Definitions

Program Travel – includes visits to programs (outside of their normal working location) made by Intervenor Services Coordinators, Managers of Intervenor Services or Directors

Admin Travel – includes travel to locations outside of their normal working location, such as meetings.

Intervenor Travel – includes Intervenors travelling with individuals supported in conjunction with their programs plans, the trip does not exceed more than 12 hours in length; and does not include any overnights.

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Overnight Trips with Individuals Supported – includes Intervenors attending a trip with an individual for 2 or more consecutive days.

Training – includes employees attending mandatory training offered by Sensity; this training typically takes place at the Resource Centre.

Procedures

1. Vehicles

Employees are expected to make arrangements to use agency vehicles whenever possible, ensuring they are using the most economical form of transportation. Where available, employees should be booking Sensity Vehicles prior to using their own vehicle. Managers, Directors and Administrative staff are to make travel arrangements using the most economical form of transportation such as rental vehicle, train or personal vehicle. Where a number of employees are attending the same function, shared travel should be considered where feasible.

Where the most economical method is a rental car, the preferred vendor shall be Discount Car Rentals. A direct billing account has been established with the company in the name of Sensity. It is not necessary to purchase additional insurance with the car rental as this is covered under our corporate insurance coverage.

The use of personal vehicles for Sensity business shall be reimbursed as follows:

a. Mileage, Parking and Tolls

- Employees required to use their own vehicles for the purpose of carrying out work-related duties shall be reimbursed for mileage on a monthly basis, upon approval from their supervisor, at the current established agency rate.
- Parking expenses, excluding parking tickets, may be submitted for reimbursement when carrying out work-related duties, upon production of receipts and approval of the Supervisor.
- Prior to travelling on the 407-toll road, all employees must obtain approval (see **407 Permission Form**) from their immediate supervisor. The toll road should only be used as deemed necessary and with appropriate approvals.

b. Insurance

- Employees who are driving with individuals supported within their personal vehicle are required to show proof of automobile liability insurance upon hire and are required to have a minimum of \$2,000,000

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liability on their personal vehicle insurance policy and must maintain insurance coverage during their employment.

- Employees who use their own vehicle to transport individuals supported on a regular basis are required to inform their insurance company.
- Employees driving for work purposes using either a Sensity vehicle or their own personal vehicle must provide Sensity with a copy of their Drivers Abstract.
- Employees driving Sensity vehicles must be over the age of 25.
- Where a supported individual damages an Intervenor’s personal vehicle, Sensity will pay for the damage provided the employee can demonstrate they took every reasonable precaution to prevent the damage and provide 3 quotations from established mechanics and have selected the least expensive option from the three.
- Please refer to policy 10.23 Vehicle Safety policy for more information on eligibility criteria for driving Sensity vehicles or with individuals in our services.

2. Meal Allowances & Mileage Rate

The meal allowance breakdown is as follows:

- Breakfast \$10
- Lunch \$15
- Dinner \$25

When available, people shall partake in meals provided as part of a training session, conference, meeting, or hotel accommodation rate. Reimbursement will not be provided for meals included in the cost of transportation, accommodation, seminars, or conferences.

Employees working away from their regular work location will be reimbursed by the organization for meals as per the meal allowances above when the trip exceeds twelve (12) hours. Employees will be expected to bring their own food/beverages when the trip is less than twelve (12) hours in length. Breakfast meal allowances will only be paid for overnight stays, only when a complimentary breakfast is not available and only for second or subsequent days of travel. Lunch will be covered where the employee is required to work both before and after the lunch hour and where a return to the main office is not possible. Dinner is defined as an evening meal. Dinner will be covered for out of town, overnight travel as a result of attendance at an approved educational activity or other travel pre-approved.

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When an employee travel includes overnight (except for when under a Special Intervenor Services Contract), the employee is eligible to claim for up to 3 meals for each overnight, upon production of receipts, as per the meal allowances outlined above. For example, an employee staying for one night will receive a meal allowance, upon production of receipts, for 1 breakfast, 1 lunch and 1 dinner.

Employees will be reimbursed by the organization for meals attended with individuals supported when the activity includes attending a restaurant in accordance with the activity plans. Employees may be expected to bring their own food/beverages depending on the nature of the activity they are attending. Employees taking individuals to a coffee shop or restaurant (for something other than a meal) will be responsible for covering their own expenses. Only the cost of meals will be reimbursed. Tips and alcohol are not eligible.

3. Accommodations

- Sensity will be responsible for booking accommodations for employees attending training at the Resource Centre.
- When employees are attending training at the Resource Centre, the respite and staff apartments will be booked first before booking hotels.
- For all other accommodations, employees are required to book accommodations from a list of Sensity approved hotels; in areas without an approved hotel, the selected hotel must be preapproved by the supervisor based on the location, safety and in the mid-price range.
- Sensity reserves the right to have employees share accommodations where feasible.
- Only the cost of accommodations and taxes will be covered by Sensity; movie rentals, mini-bar purchases, etc. are considered personal expenses and shall be absorbed by the employee.

4. Travel and Training Rates

- All expenses will be approved by the supervisor or training department for training.
- All travel and accommodation requests relating to training must be submitted by the supervisor to the training department for review and approval prior to the training dates. Travel, meals and accommodation will be approved by the training department as indicated below and a copy will be forwarded to their supervisor.

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5. Travel and Mileage Rates

- Employees will be paid mileage from their usual place of work or from their home, whichever is closer to their destination; Use of a trip meter or odometer is advised.
- Employees are required to stay overnight when working away from their regular work location and are within the same region of the province for 2 or more consecutive days. Please refer to the Accommodations section of this policy.
- Employees using their personal vehicle will be reimbursed for travel in accordance with Sensity's mileage rate.
- When two or more employees are travelling from the same city, it is expected that the employees will use one vehicle as their form of transportation.
- If multiple sites are visited during one trip from the office, the actual round-trip distance will be claimed. These cannot be treated as separate trips.
- Any portion of a trip that occurs for personal reasons is not covered.
- Employees are eligible to stay overnight when attending meetings or training when they reside 100km away from the destination or their one way travel time would exceed two hours.

The current mileage rate is \$0.52 per kilometer.

Nothing in this procedure precludes the employee and the CEO from entering into specific agreements for the partial coverage of costs or other arrangements where there is mutual benefit to the employee and the agency.

Designated Sensity Vehicle

There may be instances where Sensity provides authorized employees access to a designated Sensity vehicle that is not required to be returned to the Agency premises at the end of the employee's workday. These arrangements are put in place to assist the Agency with managing travel costs.

Employees must take appropriate steps to safeguard against damages, loss, and theft. Employees should safely lock and store the company vehicle to minimize any possible damages or theft.

Approval for an Agency vehicle may be granted for a limited time, such as the duration of a particular assignment, or indefinitely during employment. Approved employees with a designated vehicle will sign a written acknowledgement of this policy, which will be added to the employee file. The

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Agency may switch, replace, or withdraw the vehicle assigned to the employee at any time and for any lawful reason.

While in the employee's care the Agency vehicle remains the exclusive property of Sensity. Designated Sensity Vehicles are for business purposes only. Employee's family members/friends are not authorized to be transported in agency vehicles.

Employees assigned an Agency vehicle will be provided a gas card for fuel costs. Employees must retain a log of business kilometres and expenses for review by their Manager and the Finance department.

Employees are responsible for informing the Agency when the vehicle needs servicing, in accordance with policy 10.23 Vehicle Safety. The Agency will advise the employee of any arrangements (i.e. storage of tires) that have been put in place.

When the employment relationship is concluded, regardless of reason, the Agency vehicle must be returned to the Maintenance Coordinator by the employee's last day or another date if specified by their Manager. On return of the vehicle, or within one week after the vehicle is returned, Sensity will reimburse the employee for any outstanding expenses related to the vehicle.

Forms

- 407 Permission Form

<https://sensity.brightspace.com/d2l/le/content/6718/viewContent/4583/View>