



TITLE:	Reimbursement for Travel Between Almonte General Hospital Site and Carleton Place & District Memorial Hospital Site		
Manual/Policy#:	MRHA Corporate Manual F70.1	Entity:	AGH/ CPDMH/ FVM
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1. POLICY STATEMENT

Due to the nature of their responsibilities, shared leaders may be required to travel between Almonte General Hospital, Carleton Place and District Memorial Hospital and Fairview Manor ("the Organizations") during the work day. From time to time, single site leaders and/or staff may also be required to travel between the sites. Compensation for such travel is appropriate.

Staff may choose independently to work at multiple Organizations and travel between them to attend scheduled shifts. Compensation for this travel is not appropriate.

2. SCOPE

This policy applies to all employees and physician leaders of the Organizations.

3. GUIDING PRINCIPLES

Efforts should be made to minimize travel between sites to support efficient use of resources.

4. DEFINITIONS

N/A

5. PROCEDURE

Travel between home and an employee's ordinary workplace is not a reimbursable expense.

For shared leaders, when the work day starts and/or ends at one of the Organizations, reimbursement for travel from/to home will not be provided. Otherwise, travel between the Organizations to attend meetings or fulfil other work-related responsibilities is eligible for reimbursement through submission of an expense claim or mileage log that is approved by the person to whom the shared leader reports.

When a single-site employee or physician leader is required to travel between the Organizations during the work day to attend meetings or fulfil other work-related responsibilities, reimbursement will be provided. If the work day begins or ends in one

Organization that is farther from the employee or physician leader's home than the Organization they ordinarily work in, reimbursement will be provided for the additional distance between the Organization in which they begin or end the day and the Organization in which they ordinarily work.

Staff who work independently at any of the Organizations are not eligible for reimbursement unless travel between the Organizations is approved in advance by the person they report to.

Reimbursement for mileage for unionized employees will be disbursed in accordance with the employee's respective Collective Agreement.

6. REFERENCES

N/A

7. APPENDICES

N/A

Evaluation

This policy will be reviewed every two years.