

# HIGHLIGHTS OF THE TRAVEL, MEAL AND HOSPITALITY EXPENSES DIRECTIVE, 2010

The Travel, Meal and Hospitality Expenses Directive sets out the rules for claiming reimbursement for work-related travel, meal and hospitality expenses.

## Who is covered by this Directive?

- Ministries and their employees and consultants/contractors
- Classified agencies and their employees, appointees and consultants/contractors
- Organizations (public entities), and designated individuals prescribed by [regulation under the Public Sector Expenses Review Act, 2009](#)

## What you need to know

- Prior written approval is required for:
  - International travel; and
  - Service of alcohol at hospitality events.
- Get appropriate approvals **before** incurring any expenses.
- Make sure that travel is necessary and economical – other options must be considered (e.g. teleconferences and video conferencing).
- Use approved travel suppliers for booking travel (e.g., OPS vendor of record suppliers for travel arrangements, rental vehicles, accommodation, etc.).
- If you are eligible to use a corporate travel card, use it wherever possible to cover your expenses.
- Submit original, itemized receipts with all claims - credit card slips are not sufficient.
- Submit claims by the end of the quarter following the quarter in which expenses were incurred (e.g., expense on Dec 7 (Q3), claim submitted by Mar 31 (end Q4)).
- Do not claim alcohol as part of any travel or meal expense – it's not allowed and it won't be reimbursed.
- Take the online training – it's mandatory for individuals submitting or approving claims. All organizations have access to the e-learning tutorial.
- Refer to the Travel, Meal and Hospitality Expenses Directive for the complete rules.

## Travel

Make sure you have all appropriate approvals before making any travel arrangements. Know who should approve the travel request – it is dependent on where you want to travel (e.g. within Canada or outside North America), and the type of organization (e.g. ministry or agency/organization).

### *International Travel*

Prior written approval is required for any international travel (i.e., travel outside North America):

- In ministries: Secretary of the Cabinet is authorized to approve these requests
- In agencies/organizations: ministers are authorized to approve these requests, or the Secretary of Cabinet (for employees and consultants/contractors in Commission public bodies; agencies designated by [regulation under the Public Service of Ontario Act](#)).

For some agencies/organizations, the requirement to travel internationally may be considered integral to their business. To ensure that the approvals process does not have an undue negative effect on the ability of the agency/organization to conduct business, these agencies/organizations may have the opportunity to request special status that would allow the chair to approve international travel.

Only Treasury Board/Management Board of Cabinet may grant this status.

<p style="text-align: center;"><b>Travel by Airplane or Train</b></p> <p>Travel by plane or train is permitted if it is the most practical and economical way to travel.</p> <p>Economy (coach) class is the standard option.</p> <p>Make reservations using the approved travel suppliers</p>	<p style="text-align: center;"><b>Accommodation</b></p> <p>Reimbursement will be made for single accommodation in a standard room.</p> <p>Use the federal government's accommodation directory to find service providers that offer government rates.</p>
<p style="text-align: center;"><b>Travel by Car</b></p> <p>When road transportation is the most practical, economical way to travel, the order of preference is:</p> <ul style="list-style-type: none"> <li>▪ Government vehicle</li> <li>▪ Rental vehicle</li> <li>▪ Personal vehicle, if it is more economical than a rental vehicle</li> </ul> <p>If you travel frequently as part of your job, arrangements should be made when you are hired.</p>	
<p style="text-align: center;"><b><u>Rental Car</u></b></p> <p>When renting a car for government business, always choose the smallest size that fits the number of people travelling, business task, and weather conditions.</p> <p>To ensure proper insurance coverage, ministry employees must:</p> <ul style="list-style-type: none"> <li>▪ Name the renter as Her Majesty the Queen in the Right of Ontario.</li> <li>▪ Add the name of your ministry.</li> <li>▪ List yourself and any other drivers on the rental contract.</li> <li>▪ Decline the Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) if paying with a corporate travel card.</li> <li>▪ If you don't have a corporate travel card, purchase the CDW and LDW and claim them as an expense.</li> </ul> <p>Agencies/organizations have their own rules for car rentals.</p>	<p style="text-align: center;"><b><u>Personal Vehicle</u></b></p> <p>Use of a personal vehicle must be discussed in advance. The government will assume no financial responsibility for the use of your own vehicle other than paying the kilometric rate. Rates are in the directive. If you are a member of a bargaining unit, check your collective agreement for appropriate rates.</p>
<p style="text-align: center;"><b>Other Travel Expenses</b></p> <p>Expenses such as business calls and internet access may be reimbursed, however; the expenses must be necessary and appropriate.</p> <p>There is no reimbursement for personal or recreational items (e.g., the toothbrush you forgot to bring from home, or pay-per-view).</p> <p>Dependent care and home management expenses (e.g. snow removal) may be reimbursed in certain circumstances. Prior approval is required.</p>	

## Meals

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you:

- Are away from the office area on government business over a normal meal period; or
- Have prior approval for the expense.

Reimbursement is for restaurant/prepared food only. (Reimbursement for groceries must have prior approval.)

Meal expenses must be supported by an original, itemized receipt. Alcohol cannot be claimed and will not be reimbursed.

Reimbursement rates for meals are in the directive. If you are a member of a bargaining unit, check your collective agreement for appropriate rates.

## Hospitality and the Service of Alcohol

*Hospitality* is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario (ministries and agencies/organizations). This means that functions involving only people who work for the government of Ontario are not considered hospitality functions.

Hospitality may be extended on behalf of the government in certain situations (e.g., sponsoring a formal conference). Functions not listed in the directive may be approved by the Deputy Minister or agency/organization CEO.

There are limited circumstances where alcohol may be claimed as part of a hospitality event expense. Prior written approval from Deputy Ministers is required to serve alcohol at any hospitality event for requests from ministries and from agencies/organizations.

For some agencies/organizations, the requirement to serve alcohol at hospitality events may be considered integral to their business. To ensure that the approvals process does not have an undue negative effect on the ability of the agency/organization to conduct business, these agencies/organizations may have the opportunity to request special status that would allow the chair to approve the service of alcohol.

Only Treasury Board/Management Board of Cabinet may grant this status.