

Travelling Immunizer and Navigator Travel Expense Claim Policy

BRANCH/DIVISION: Immunization Clinics	
Policy Number: 000	Version Number: 4.2 Date Last updated: December 1, 2021
Effective Date:	Policy Owner: Corporate Services
Date Approved:	Responsible Authority: Provincial Director
Approval Required by: Executive Director	
Supporting Documents: Shared Health Policies related to travel expenses and claims including Shared Health Policy 330.100.100, Shared Health Expense, Mileage Claim Forms	

I. Policy Objective

This policy establishes the requirements and processes for Shared Health immunization employees hired for the Vaccine Implementation Task Force (VITF) regarding reimbursement for travel related expenses if assigned from one region to another or within their assigned Regional Health Authority.

This policy defines specific rules and principles that Corporate Services, Shared Health Finance Unit and immunization employees must follow regarding claiming travel related expenses for travelling immunization employees within or outside their region.

II. Policy Statement

Shared Health will reimburse employees for all travel related expenses in accordance with the existing Shared Health policies and rates.

This policy is supported by the standard of work that identifies the process for preparing, submitting and approving expense claims.

Immunization employees will be required to use the prescribed claim forms provided by Shared Health.

This policy only applies to all Shared Health employees hired for the VITF including clinical and non-clinical staff, Clinic Managers, Regional Managers and Designates assigned to immunization clinic sites within or outside their regions.

III. Consequences of Policy Violations

Instances where the policy has not been followed will be reviewed individually and discussed with Shared Health. Any unresolved issues may be brought to the attention of Corporate Services Manager and Regional Managers.

A. Air Travel and Accommodation Arrangement

If Regions will require immunization employees to travel to their respective region to support the vaccination efforts, that Region is responsible for scheduling commercial flight for staff in economy class only.

The Regions are also expected to make accommodation arrangements for employees who are assigned within their region if the employee is assigned to two or more consecutive shifts at a clinic site which is greater than 150km away from the employee's original work location (designated vaccine clinic site).

If the employee is assigned to two or more consecutive shifts at a clinic site which is between 140-150km away from the employee's original work location (designated vaccine clinic site), the Regional Manager and Scheduling Team have discretion to determine whether accommodation arrangements are appropriate.

Accommodations should meet operational requirements at the lowest cost possible.

Regional Health Authorities are authorized to charge the air travel and accommodations costs to COVID-19 Vaccine Cost Centre applicable to their region.

B. Meal Allowance

Immunization employees who are in travel status are eligible to claim the actual cost of purchased meals up to the maximum amounts set by Shared Health.

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site on employer-approved deployment.

Eligibility for claims:

Breakfast	Employee is in travel status; and Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or Employee has been travelling for more than one hour on business before the staff regular start of work.
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Lunch	<p>Employee is in travel status; and Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or Employee is away from his/her normal place of work and outside the regular work site which would cause the staff to disrupt their normal mid-day or mid-shift meal arrangements.</p> <p>The inability of the employee to return to their home or residence does not constitute grounds for claim for the cost of a purchased meal.</p>
Dinner	<p>Employee is in travel status; and Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or Employee has been travelling on Employer business and not expected to arrive back to the staff's residence before 7:30 p.m. and a meal break is not taken.</p>

The meal allowances for immunization employees will be provided in accordance with the existing Shared Health policies and rates. Refer to Appendix A for Meal and Per Diem Allowance rates.

The immunization employees are required to use the Shared Health form to claim for the meal allowance.

C. Per Diem Allowance

For each full day in travel status, immunization employees may claim a Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals. Refer to Appendix A for Meal and Per Diem Allowance rates.

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site on employer-approved deployment.

The immunization employees are required to use the Shared Health form to claim for the Per Diem allowance.

D. Mileage and Parking

Immunization employees who are deployed to another clinic site within or outside their region and use his/her own vehicle will be eligible for mileage reimbursement. He/she shall be reimbursed based on the existing Shared Health mileage rate (refer to Appendix A).

Mileage will be calculated using the following formula, based on the following:

For Shared Health Staff

Distance (in kms) from their residence to the assigned clinic site within or outside their region minus the distance (in kms) from their residence to their designated regional vaccine clinic (normal place of work).

Staff who do not have a designated regional vaccine clinic will use the closest regional vaccine clinic to their residence as their normal place of work.

<p>Example 1: Residence to assigned site: 40 km Residence to RBC 375 York Avenue: 6 km $40 \text{ km} - 6 \text{ km} = 34 \text{ km}$ Staff would claim 34 km for the mileage</p>	<p>Example 2: Residence to assigned site: 40 km Residence to 111 Gilmour Road, Morden: 44 km $40 \text{ km} - 44 \text{ km} = 0 \text{ km}$ Staff is not eligible to claim for mileage</p>
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Normal place of work for this purpose is described as follows:

Regional Vaccine Clinic	Employees
Interlake (100 Easton Drive, Selkirk)	<ul style="list-style-type: none"> • Shared Health employees hired for the VITF • Employees working at clinic sites in the regions • Travelling immunization employees based in the regions
Northern (Thompson Regional Community Centre, 226 Mystery Lake Road, Thompson)	
Prairie Mountain (Keystone, 1-1175 18 th Street, Brandon)	
Southern (294 Lumber Avenue, Steinbach)	
Southern (111 Gilmour Road, Morden)	
Winnipeg (RBC 375 York Avenue, 2 nd & 3 rd Floor, Winnipeg)	

If the employee is assigned to two or more consecutive shifts at a clinic site which is greater than 150km away from their designated vaccine clinic site, they will only be eligible to claim reimbursement for mileage and travel time accrued during one trip to the clinic site and one return trip to their designated vaccine clinic site, as accommodation arrangements are considered mandatory to ensure their health and wellbeing.

The immunization employees are eligible to claim for mileage and parking expenses incurred while in travel status and being reassigned temporarily to other locations.

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site on employer-approved deployment.

The immunization employees are required to use the Expense and Mileage Claim form for mileage and parking expenses.

E. Incidental Allowance

Immunization employees are eligible to claim for incidental allowance to cover all incidental expenses provided staff are away for 24-hour period and in travel status.

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site on employer-approved deployment.

F. Travel Time

Immunization employees who are assigned to other clinic sites within and outside the region and who are travel in travel status are eligible to be paid for travel time. Travel time will be considered time worked. Staff can claim travel time hours outside the official hours of work.

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site or outside the original/permanent work area on Employer approved deployment involving travel and accommodation.

Actual travel time paid will be paid at the employee's regular rate of pay.

Corporate Services (Scheduling Team) will identify the travel time in staff schedule in Deputy to be included in the payroll.

G. Compensation for Travelling Casual Immunization Staff assigned to the North and First Nation Communities

This is for staff employed by an Employer in an Employers Organization other than the Northern Health Region Employers Organization and nurses currently employed by WRHA and working in Churchill, who have been deployed to work for an Employer or Third Party located north of the 53rd parallel.

a) Northern Redeployment Allowance

A Northern Recruitment Allowance of \$500.00 per bi-weekly pay period for working the minimum equivalent of full-time hours (e.g. 77.5 hours), or \$250 for working the

minimum of half of the equivalent of full-time hours (e.g. 38.75) within a seven day period contained therein.

NOTE: Any exceptions made to this allowance must be done prior to approved travel, and with authorization from the Manager, Corporate Services. Exceptions can be made for various reasons including clinic staffing requirements or travel schedules.

For unionized employees, the Union's Memorandum of Agreement; COVID-19 Pandemic Responsiveness (MOA #2) with Shared Health outlines the agreed to allowances employees are entitled to for northern travel. Corporate Services staff are required to coordinate with Shared Health to determine the union agreement to follow for the travelling clinic staff.

b) Travel Expense Reimbursement

All deployed immunization employees can claim reimbursement for the following expenses incurred in accordance with the Sending Site's Collective Agreement (defined as the site where they hold their primary position) and Employer policies, unless noted otherwise:

- Mileage and parking expenses
- Return airfare where relevant
- Where relevant, accommodations will be provided if available
- Where accommodations cannot be provided, the employee will be reimbursed for reasonable accommodations made

The actual cost of individual purchased meals up to the following daily maximum amount of \$60/day.

For each full day in travel status an eligible employee may claim maximum of \$60 for the Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals.

For staff assigned to work in a remote area (excluding Flin Flon, The Pas and Thompson), they will receive an additional \$30/day for working within federal jurisdiction.

Reference Materials:

1. Applicable Health Care Collective Agreements
2. General Manual of Administration – Province of Manitoba

Appendix A: Shared Health Meals and Per Diem Rates

Meals	Hours (Claim only if travelling only during noted hours)	Canada (Can \$) (Below 53rd Parallel)	Canada (Can \$) (Above 53 rd Parallel)	U.S. (U.S.\$)
Breakfast	7-9 am	10	12	10
Lunch	11 am – 2 pm	14	15	14
Dinner	5-7 pm	26	28	26
Incidentals	For every 24-hour period away	10	10	10
Per Diem		60	65	60
Notes:				
Meals – travelling time must include the hours noted in order to claim the meal.				
Incidentals – Travelers must be away for 24 hours in order to claim.				
Mileage Rate: \$ 0.43 per km				
Adjustments in the mileage rates shall be implemented as quickly as reasonably possible when the new mileage rates became effective.				

List of Required Forms

1. Expense Claim Form
2. Mileage and Parking Claim Form
3. Electronic Funds Transfer Form

Checklist for Travelling Staff

Definition:

Travel status means assigned to other clinic site or region, outside the employee's permanent residence, which is greater than 150km away from the employee's designated vaccine clinic site or outside the original/permanent work area on Employer approved deployment involving travel and accommodation.

1. NOT IN TRAVEL STATUS - For immunization employee deployed to other clinic site outside their region, travelling daily to clinic site

Eligible Claim	Policy	How to Claim
<p>Mileage and Parking Expense Claim</p>	<p>For Shared Health Staff</p> <p>Distance (in kms) from their residence to the assigned clinic site within or outside their region minus the distance (in kms) from their residence to their designated regional vaccine clinic (normal place of work).</p> <p>Staff who do not have a designated regional vaccine clinic will use the closest regional vaccine clinic to their residence as their normal place of work.</p> <p>The most direct travel route shall be used for the calculation.</p> <p>Mileage Rate: \$ 0.43 per km</p>	<p>Shared Health Employees (Clinical Staff, Non-Clinical Staff, Clinic Managers)</p> <ul style="list-style-type: none"> ● Complete the expense claim form ● Indicate their mileage information or any claims, including receipts if applicable. ● Sign and forward the claim forms to Regional Manager or Designate of assigned vaccine clinic. <p>Regional Manager or Designate</p> <ul style="list-style-type: none"> ● Regional Managers will review the details on the claims, provide Cost Centre and Expense code ● If approval is via email, please indicate the amount that is being approved. ● Indicate the claim amount in the subject line ● Sign and forward to Clare Hargrave (chargrave@wrha.mb.ca)

		<p>For Winnipeg Staff submit completed form and receipts to Corporate Services: VITFExpenses@sharedhealthmb.ca Subject: Expense Claims Attention: Margot Ross</p> <p>For Regional Staff Regional staff submit completed forms to Regional Managers or Designates of assigned vaccine clinic.</p>
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2. IN TRAVEL STATUS - For immunization employee deployed to other clinic site which is greater than 150km away from their designated vaccine clinic site (one-way trip), in a different region or within their region, for two or more consecutive days (NOTE: WHRA staff may only claim mileage if travelling outside the region)

Eligible Claim	Policy	How to Claim
Mileage and Parking Expense Claim	<p>For Shared Health Staff</p> <p>Distance (in kms) from their residence to the assigned clinic site within or outside their region minus the distance (in kms) from their residence to their designated regional vaccine clinic (normal place of work).</p> <p>Staff who do not have a designated regional vaccine clinic will use the closest regional vaccine clinic to their residence as their normal place of work.</p> <p>The most direct travel route shall be used for the calculation.</p> <p>Mileage Rate: \$ 0.43 per km</p>	<p>Shared Health Employees (Clinical Staff, Non-Clinical Staff, Clinic Managers)</p> <ul style="list-style-type: none"> ● Complete the expense claim form ● Indicate their mileage information or any claims, including receipts if applicable. ● Sign and forward the claim forms to Regional Manager or Designate of assigned vaccine clinic. <p>Regional Manager or Designate</p> <ul style="list-style-type: none"> ● Regional Managers will review the details on the claims, provide Cost Centre and Expense code
Per Diem	<p>For each full day in travel status, immunization employees may claim a Per Diem Allowance <i>in lieu of individual meal claims</i> to cover the</p>	

	<p>cost of purchased meals. Refer to Appendix A for Meal and Per Diem Allowance rates.</p> <p>Refer to Appendix A for the per diem rates.</p>	<ul style="list-style-type: none"> ● If approval is via email, please indicate the amount that is being approved. ● Indicate the claim amount in the subject line ● Sign and forward to Clare Hargrave (chargrave@wrha.mb.ca) <p>For Winnipeg Staff submit completed form and receipts to Corporate Services: VITFExpenses@sharedhealthmb.ca Subject: Expense Claims Attention: Margot Ross</p> <p>For Regional Staff Regional staff submit completed forms to Regional Managers or Designates of assigned vaccine clinic.</p>
Meal Allowance	<p>Immunization employees who are in travel status are eligible to claim the actual cost of purchased meals up to the maximum amounts set by Shared Health.</p> <p>Refer to Appendix A for the eligibility claims and rates.</p>	
Incidental Allowance	<p>Immunization employees are eligible to claim for incidental allowance to cover all incidental expenses provided staff are away for 24-hour period and in travel status.</p>	
Travel Time	<p>Scheduling Team will include the travel time in staff schedule in Deputy to be included in the payroll who are in travel status.</p>	<p>Scheduling Team</p> <ul style="list-style-type: none"> ● Determines if the employee is entitled for the travel time ● Includes the travel time hours in the schedule ● Travel time will be included in the payroll. <p>NOTE to Shared Health Employees</p> <ul style="list-style-type: none"> ● Travel time is not considered as an expense, therefore cannot be claimed in the expense claim form.

Air Travel and Accommodation	If Regions require immunization employees to travel to their respective region to support the vaccination efforts, that Region is responsible for scheduling commercial flight for staff in economy class only.	
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3. For immunization employees assigned to support the vaccination work in the North (north of the 53rd parallel).

Northern Redeployment Allowance (NRA)				
#	Steps to follow	Key Point	Who	When
1.	Scheduling verifies in Deputy and on personal spreadsheet that the employee worked eligible shifts	Information verified: shift type, # of shifts worked, role, travel location, home RHA	Scheduling Team	As soon as possible after staff return to regular clinic site
2.	Send NRA payment form to COVID-19 Central Timekeeping for payment request	Email: Covid-19CentralTimekeeping@share.dhealthmb.ca	Scheduling Team	As soon as possible after verification (step 2) is completed
3.	Add NRA pay to travelling employee's next paycheck	If discrepancies exist, flag and send back to Scheduling	COVID-19 Central Timekeeping	Before next pay period

Appendix A

Meal Allowance

Breakfast	Employee is in travel status; and Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or Employee has been travelling for more than one hour on business before the staff regular start of work.
Lunch	Employee is in travel status; and Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or

	<p>Employee is away from his/her normal place of work and outside the regular work site which would cause the staff to disrupt their normal mid-day or mid-shift meal arrangements.</p> <p>The inability of the employee to return to their home or residence does not constitute grounds for claim for the cost of a purchased meal.</p>
Dinner	<p>Employee is in travel status; and</p> <p>Travelling during the hours noted in Shared Health Meals and Per Diem Table (Appendix A); or</p> <p>Employee has been travelling on Employer business and not expected to arrive back to the staff's residence before 7:30 p.m. and a meal break is not taken.</p>

Shared Health Meals and Per Diem Rates

Meals	Hours (Claim only if travelling only during noted hours)	Canada (Can \$) (Below 53rd Parallel)	Canada (Can \$) (Above 53 rd Parallel)	U.S. (U.S.\$)
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Dinner	5-7 pm	26	28	26
Incidentals	For every 24-hour period away	10	10	10
Per Diem		60	65	60
<p>Notes:</p> <p>Meals – travelling time must include the hours noted in order to claim the meal.</p> <p>Incidentals – Travelers must be away for 24 hours in order to claim.</p> <p>Mileage Rate: \$ 0.43 per km</p> <p>Adjustments in the mileage rates shall be implemented as quickly as reasonably possible when the new mileage rates become effective.</p>				

List of Required Forms

1. Expense Claim Form
2. Mileage and Parking Claim Form
3. Electronic Funds Transfer Form
4. Bulk Time Sheet for Northern Allowance Payment Request

Approvals and Signing Authority

Clinical and non-clinical staff hired through Shared Health require approval for all expense claims. The Regional Managers listed below have the signing authority to approve these claims.

NOTE: Regional Managers and Designates who have their own expense claim forms for approval should submit these claims to Clare Hargrave (chargrave@wrha.mb.ca).

Regional Managers Listing by Region

Region	Name	Email Address	Cost Centre
Winnipeg - RBC	Arnold Chew Barb Kitzan	achew2@sharedhealthmb.ca bkitzan2@sharedhealthmb.ca	80600852 80600852
North	Rachelle MacDonald	rmacdonald2@nrha.ca	80600848
South	Vanessa Siemens	vsiemens@southernhealth.ca	80600851
Interlake	Wendy Fontaine	wfontaine@ierha.ca	80600849
Prairie Mountain	Jane Skinner	jskinner@pmh-mb.ca	80600850