

EXPENSE GUIDELINE

NEW CORONERS COURSE & ANNUAL EDUCATION COURSE FOR CORONERS AND PATHOLOGISTS

Mandatory Requirements

To ensure that expense claims are reimbursed, original detailed receipts are required to validate all expenses (includes boarding passes). A credit card receipt is not sufficient to make an expense claim and will not be approved.

The principles and guidelines of the OPS Travel, Meal and Hospitality Expenses Directive should be followed. The appropriate mode of travel is one that is the most practical and economical way to travel.

Expenses

The following expenses will be considered for reimbursement for participants travelling 75 kilometers or more one way:

Personal Vehicle Reimbursable kilometer rate

Southern Ontario (\$ per km)	Northern Ontario (\$ per km)
0.40	0.41

Air and Rail Travel

- Economy Class only

Taxi

- Taxi to and from the airport/hotel is an allowable expense
- Uber is not an allowable expense

Parking

- Parking is not an allowable expense

Hotel

- Accommodations are not an allowable expense

Meals

- Meals outside of what is provided at the conference are not allowable expenses

Submit an Expense Claim

Expenses will not be reimbursed for participants travelling less than 75 kilometers.

To make an expense claim, include:

- Original detailed receipts to support the expenses claimed; and,
- If applicable, outline “From” and “To” locations for mileage expenses.

Please submit a completed and signed Statement of Travel/General Expenses for Non-OPS Employees form, along with supporting documentation to:

Anna Torriano, Financial Officer
Office of the Chief Coroner & Ontario Forensic Pathology Service
25 Morton Shulman Avenue, 2nd Floor
Toronto, Ontario M3M 0B1

Contact a member of the Business Planning and Controllership Unit if additional copies of the expense form are required.

Questions/Clarifications

Contact the Business Planning and Controllership Unit, Operational Services Branch, Office of the Chief Coroner & Ontario Forensic Pathology Service:

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**OFFICE OF THE CHIEF CORONER &
ONTARIO FORENSIC PATHOLOGY SERVICE**

**EXPENSE GUIDELINE
APPENDIX A**

Personal Vehicle

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability and it is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle
- The government will not reimburse the costs of insurance coverage for business use, physical damage or liability nor is it responsible for reimbursing deductible amounts related to insurance coverage
- In the event of an accident, you will not be permitted to make a claim to the government for any resulting damages. All accidents must be reported immediately to local law enforcement authorities, in addition to your own insurer.

Boundaries for Southern and Northern Ontario

- Healey Lake Road from Healey Lake easterly to its junction with Muskoka District Road 11
- Muskoka District Road 11 southerly to its junction with Lake Joseph Road
- Lake Joseph Road easterly to its junction with Highway 169
- Highway 169 easterly to its junction with Muskoka District Road 118W
- Muskoka District Road 118W through Bracebridge to its junction with Highway 11
- Highway 11 northerly to its junction with Highway 60 at Huntsville
- Highway 60 easterly to its junction with Highway 41
- Highway 41 northerly to Pembroke

The above-named highways to be included in Southern Ontario.

