FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **DAY TRIPS AND VACATIONS** **(Supported Individuals)**		POLICY NO: SI-003
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: SI02-30
	DATE Reviewed: July 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: FVI Policy APPLICATION: Supported Individuals	

POLICY:
Supported Individuals will reimburse Family Visions Inc. for any additional costs that are incurred while participating in a day trip or vacation.

PROCEDURE:

1. Complete and submit Supported Individual's Vacation/Day Trip Budget to Program Director/designate who will consult regarding the finances and feasibility of the plan. If the budget includes employing hours resulting in overtime, replacement shifts, or exceeds $50 it must be submitted to Administration and approved prior to the trip. Administration will make every effort to rearrange employing hours to accommodate the outing and minimize costs.
2. Vacation plan is to include:
   a) Supported Individual's Escort Contract
   b) Itinerary with arranged transportation
   c) Supported Indidivudal's Vacation/Day Trip budget
   d) SDM Letter of authority approving the vacation plan when applicable (i.e.: out of Province Travel)
   e) Identification
   f) Medical information and sufficient medication
   g) Proper travel insurance when applicable
   h) Emergency plan
   i) Approved leave(s) of absence where applicable
   j) Travel bag checklist
3. Upon return, actual expenses/receipts must be submitted to the Program Director/designate.
4. Duplicate receipts may be required if expenses need to be split between Supported Individuals

5. Supported Individuals are responsible for paying the following for both themselves and their escort:
    a) Additional employee costs
    b) Transportation
    c) Accommodations
    d) Meals
    e) Fees for event venues
6. The maximum allowable expense for meals an employee can invoice a Supported Individual for is the going Provincial Government meal rates. (Less or more may be spent per day as long as the total does not average more than going Provincial Government Rates).