



Personal Information Bank (PIB) Details

Title: Expense Claims

Location of Records: Finance, Health Care Materials Management Services, departmental files

Description: Records relating to claims for reimbursement for financial expenses incurred in the course of performance of work duties including personal vehicle use, parking, conference attendance, and air travel. Records include expense claim forms, justification for expenses claimed, invoices and receipts.

Legal Authority for PIB: In accordance with the Broader Public Sector Expenses Directive

Types of Personal Information: Name, department, location, credit card information.

Uses: Document expense reports of staff in the hospital, budgeting purposes

Users: Finance, department leaders

Individuals in Bank: Staff

Retention Period: Seven Years