

Policy & Procedure

Section: Salary Administration
Board Approved: November 2, 2011
December 10, 2008
April 1, 1987

TRAVEL AND EXPENSE REIMBURSEMENT

POLICY STATEMENT

The Agency will provide expense reimbursement to employees or other approved persons, for reasonable out-of-pocket and legitimate expenses that arise during the course of Agency business. Agency resources will be used prudently and responsibly with a focus on accountability, transparency and in accordance with legislative requirements.

GUIDING PRINCIPLES

- Stewardship: Management will ensure consistent, fair and equitable application of this policy giving consideration to all circumstances, while maintaining the shared responsibility for wise and prudent use of public resources.
- Trust: All employees must act in a fair and reasonable manner using discretion when submitting expenses for approval.
- Flexibility: Management decisions respect the duty to accommodate, to respond to persons' needs and interests with due regard to health and safety, and to consider unforeseen circumstance while attending to Agency business.

TERMS OF REFERENCE

Expense reimbursement will be, but not limited to the cost of: transportation, accommodation, meals, hospitality, business or any other approved out-of-pocket expense. Expenses of a personal nature will not be reimbursed which includes office social events, retirement parties and holiday meals.

The Organizational Chart identifies the reporting structure and will be used to designate the appropriate authority for approval of expenses. The most senior employee is to claim allowable expenses for a group of employees.

Approval by the appropriate authority is required for all expenses including travel. Travel may be required as a condition of employment.

Guide for Kilometres (Appendix A): An approximation of kilometres travelled from farthest point of each location.

PROCEDURE

General

1. When expenses including travel and hospitality are to be incurred on Agency business the most practical and economic means available will be used.
2. If travel is planned outside the Province of Ontario prior written approval must be obtained from the appropriate authority, based on a detailed rationale, including estimated expenses.
3. If employees are travelling out of Canada and do not have out-of-country medical insurance then the employee is required to purchase this insurance and the Agency will reimburse the cost. It is suggested that employees purchase the option that allows for immediate payment of costs at the time of the incident.
4. Reimbursement for personal vehicle expenses is limited to kilometers driven on Agency business times the approved rate. See Appendix A - Guide for Kilometers.
5. A Statement of Travel and Other Expenses (PER29) should be completed within 30 days from the date that the expense, travel or hospitality is incurred, with original receipts attached. Explanations must be documented for all items claimed, including any expenses for exceptional circumstances.
6. The completed Statement of Travel and Other Expenses (PER29) must be submitted to the Manager/Director for approval. If submitted by an employee of the Agency, the approved form is forwarded to payroll for processing. If submitted by a person other than an employee the approved form is sent to accounting. The Board of Directors President or designate will approve the Executive Director's Expense statement.
7. An employee who has passed probation and uses their personal vehicle to carry out the duties of the job, may claim the Business Insurance Refund to a maximum of \$150.00 per year. Business insurance is the difference between the premium rates for required insurance on the employee's vehicle when used for pleasure and the premium rate required to insure the vehicle for the same coverage when used on Agency business.
8. Employees must ensure that personal vehicle insurance coverage permits the use of their vehicle for business purposes. A signed Certificate of Insurance (PER17) must be on file for all employees' using their vehicle for Agency business. Employee's must submit a statement from their insurer/agent, including a description of the type of coverage, the additional cost of business insurance, and the term of the insurance, attached to a Statement of Travel and Other Expenses (PER29) to the Manager for approval.
9. If Agency business travel results in five (5) consecutive days or more away, reasonable laundry services may be reimbursed.
10. The Agency reserves the right to recover any overpayments.
11. This policy will be posted on the Agency's website.

Accommodation

1. Reimbursement for overnight accommodation is limited to single accommodation in a standard room or based upon the support needs of the person.
2. Overnight accommodation within Essex County may occur in special circumstances based on the needs of the person supported and only with prior written approval.
3. Penalties incurred for non-cancellation of guaranteed hotel reservations will not be reimbursed.

Meals, Tips and Gratuities

1. When employees are away on Agency business or, incur food expenses due to a business meeting that must occur over generally accepted meal times, reasonable and appropriate meal expenses will be reimbursed. The following guidelines for meal expenses, including taxes and gratuities should be followed:

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

There may be instances where meal expenses are reasonable but over the guidelines. In these circumstances reimbursement must be approved by the appropriate authority.

2. Reimbursement of meal costs must not include any costs associated with alcoholic beverages.
3. Tips and gratuities paid within the generally accepted range for the service will be reimbursed.
4. Reimbursement for groceries in lieu of a restaurant meal will be acceptable.

Communications / IT

1. Reimbursement will be made for necessary communications related to Agency business and, where appropriate, limited personal communication. It is expected that the least expensive means of communication will be used, i.e. mobile devices with data or wifi calling, messaging and video conferencing apps, etc.
2. Use of hotel services, i.e. internet services or other necessary connectivity costs incurred during travel, including scanning or printing for Agency business will be reimbursed.–Where feasible, digital tools such as electronic document signing or secure file sharing should be used to minimize costs. Employees should utilize free Wi-Fi access when available and secure. Please refer to the Information Technology policy for more information about secure connections when traveling.

Hospitality

Hospitality Expenses is defined as the provision of food, beverages, accommodation, transportation or other amenities to persons who are not employees of Community Living Essex County.

1. Hospitality can be extended to people other than Agency and government employees when it will facilitate Agency business or is considered desirable as a matter of courtesy. The conditions under which hospitality will be extended will be reasonable, responsible and at the discretion of management.
2. In the event that employees accept the hospitality of family and friends while travelling on Agency business, which results in the Agency saving accommodation costs, a hospitality gift of no more than \$30.00 per night is acceptable.
3. Hospitality may be appropriate and be extended by the Agency when:
 - a) Engaging in discussion of official public matters with or sponsoring formal conferences for:
 - representatives from other governments,
 - the broader public sector
 - business or industry
 - public interest groups, or
 - any other group as approved
 - b) honouring distinguished people for exceptional public service
 - c) other hospitality functions subject to the directives established by the Province of Ontario.

Gift-Giving

Gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the government. Gifts valued over \$30.00 require prior approval.

INSTRUCTIONS FOR COMPLETING STATEMENT OF EXPENSES

GENERAL:

Indicate in appropriate line whether statement covers expenses incurred on Agency business, by person listed as volunteer, employee or other (e.g., candidate for employment, client, member, etc.) Only mileage claims should go to payroll; all other claims should go to accounting.

DATE:

State month/year then show the day on each line of expenses.

PARTICULARS:

Briefly explain each line of expense.

KM:

Enter kilometres travelled in your own car and the compensatory rate then extend the totals claim to the total column.

TRAVEL:

Costs include air, rail and road. Road travel includes public transit, bus, taxi, car rental and parking charges. Do not include your own car cost in this column.

MEALS:

Indicate the cost of meals including taxes and gratuities.

ACCOMMODATION:

Record cost of overnight accommodations, standard room, unless otherwise approved.

OTHER:

Specify any other costs such as room incidentals and any other approved expenses. Use this column when claiming the Business Insurance Refund.

RECEIPTS:

Number consecutively each original receipt and record each number in the column opposite the expense. Any adjustment for non-reimbursable costs should be noted on the receipt. If the original is not available, please attach an explanation.

TOTALS:

Extend each line and add totals.

OTHER DETAILS:

Enter passenger's names if other individuals accompanied you on the trip or if hospitality was extended to others. Complete the sections for Employee Number, Statement Date and Budget Centre (the last two digits of the account number e.g., 22,40). If costs are to be charged to more than one budget centre, indicate. Use Special Instructions section to explain any receipts or justify exceptional situations. Include your address if you are requesting a cheque.

SIGNATURES:

Forms will not be processed without all signatures completed as required (see Travel and Expense Reimbursement [PER-200-05] policy).