

**Policy & Procedure**

**TRAVEL AND EXPENSE REIMBURSEMENT**

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**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	\$8.75
Lunch	\$11.15
Dinner	\$20.00

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 phone calls home and any Agency business calls. It is expected that the least expensive means of communication will be used, i.e. calling cards, toll free numbers, internet access.
2. Use of hotel services, i.e. internet connection, fax transmissions, photocopying, for Agency business will be reimbursed if required for business purposes.

**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.

**GUIDE FOR KILOMETERS**

<i><b>START</b></i>	<i><b>DESTINATION</b></i>	<i><b>RETURN</b></i>	<i><b>KILOMETERS</b></i>
Amherstburg	LaSalle	Amherstburg	34
Amherstburg	Cottam	Amherstburg	62
Amherstburg	McGregor	Amherstburg	34
Amherstburg	Leamington	Amherstburg	93
Amherstburg	Windsor	Amherstburg	67
Amherstburg	Tecumseh	Amherstburg	80
Amherstburg	Blenheim	Amherstburg	206
Essex	Blenheim	Essex	146
Essex	Chatham	Essex	143
Essex	London	Essex	353
Essex	Stoney Point	Essex	75
Essex	Wheatley	Essex	69
Essex	Comber	Essex	64
Essex	Belle River	Essex	44
Essex	Toronto	Essex	711
Essex	Harrow	Essex	43
Essex	A'burg-Tecumseh	Essex	90
Essex	Windsor	Essex	52
Essex	Kingsville	Essex	39
Essex	Tecumseh	Essex	43
Essex	Oldcastle	Essex	22
Essex	Windsor	Amherstburg	60
Essex	River Canard	Essex	38
Essex	LaSalle	Essex	48
Essex	Leamington	Essex	55

<i>START</i>	<i>DESTINATION</i>	<i>RETURN</i>	<i>KILOMETERS</i>
Essex	Cottam	Essex	14
Essex	Channel-A'burg	Essex	56
Essex	LaSalle	Essex	48
Harrow	Amherstburg	Harrow	41
Harrow	Essex	Harrow	43
Kingsville	Windsor	Kingsville	90
Kingsville	Leamington	Kingsville	32
Kingsville	Amherstburg	Kingsville	69
Kingsville	Tecumseh	Kingsville	81
Leamington	Windsor	Leamington	106
McGregor	Essex	McGregor	27
Tecumseh	Belle River	Tecumseh	35