
	<b>POLICIES &amp; PROCEDURES MANUAL</b>
<b>SECTION 5 – FINANCE &amp; ADMINISTRATION</b>  <b>POLICY #F&amp;A-15</b>	<b>SUBJECT: Reimbursement of Personal Expense Claims</b>
<b>APPROVED:</b>   <hr/> <b>Executive Director</b>	<b>DATE APPROVED: August 2016</b>  <b>DATE REVISED: December 3, 2020, February 12, 2024</b>

## POLICY STATEMENT

The purpose of this policy is to provide guidance for employees, volunteers, and the Board of Directors for all expenditures in keeping with the *“Broader Public Sector Expense Directives”*.

Reimbursement principles and timelines for reimbursement of expenses apply to people we serve. People we serve are not bound by the same parameters for spending, choice of accommodations, travel, etc. as that of employees, volunteers and the Board of Directors.

## PROCEDURE

1. Supervisors, Directors and the Executive Director are responsible for approving all travel, personal, and meal expenses for reimbursement for employee direct reports, people we serve, and volunteers. Members of the Board of Directors committee have authority to approve expenses for the Executive Director and Board Members. Expenses will only be reimbursed providing that:
  - ❖ properly authorized (includes preauthorization)
  - ❖ original receipts must accompany all requests for reimbursement.
  - ❖ requests must meet the submission timelines as set by the Finance Department which are subject to change from time to time.
  - ❖ employees may request an appropriate advance of funds if they are away on agency business for more than one (1) day and given budget availability and in keeping with the scope of provisions as outlined in this policy and the current Collective Agreement.
  - ❖ Supervisors & Directors are responsible for ensuring that all claims are mathematically correct, reasonable, and in accordance with this policy.
  - ❖ No one may not approve their own expenses. Claims may be submitted weekly but must be submitted by the end of the month for the month.

❖ parking tickets, traffic violations and other fines or expenses resulting from unlawful conduct is the sole responsibility of the employee to pay and will not be reimbursed by Community Living Prince Edward.

2. **Accommodations and Lodging:** Employees shall book reasonably secure and comfortable accommodation in a standard quality hotel/motel within reasonable proximity to the event or business meeting. Employees are responsible for room damage charges as these will not be reimbursed by Community Living Prince Edward.
3. **Transportation:** Transportation expenses will be reimbursed within limits. The mode of transportation used for all travel should be the least expensive, recognizing other limiting factors such as time constraints and potential accommodation costs.

**Ground Vehicle Transportation (Mileage):** When travelling by car, employees must investigate all options including car rental, carpooling, company car and use the most cost-effective method. Employees who use private automobiles for long distance travel must receive prior approval from and obtain their own vehicle insurance coverage. Rental of an automobile requires prior approval. Parking fees, highway tolls, shuttle bus fares, taxis and subway fares will be reimbursed for business-related travel.

Mileage will be reimbursed for use of private vehicles as per the current Collective Agreement. Mileage claims are to be calculated from the employee's typical work location to the business, home visit, school, center, etc. and based on return to the work location if applicable. Employees can discuss any unique situations they have regarding travel i.e. leaving from your home to go to a meeting in Belleville when you live in Belleville. Mileage claims that cross over fiscal years will not be reimbursed, will be submitted monthly and pre-approved by the Supervisor or Director prior to payment.

4. **Meals:** Where possible, people should partake in meals provided as part of a meeting or conference. Rates include applicable taxes and gratuities. No alcohol expenses may be claimed or reimbursed on a travel or meal expense claim. Original itemized receipts are required for all meal expenses based on the current Collective Agreement.
5. **Miscellaneous Expense:** Long-distance telephone calls to the office or to persons involved with the business-related travel will be fully reimbursed. Personal long-distance calls will not be reimbursed.
6. **Employee Fees & Admissions:** Community Living Prince Edward will reimburse employees for costs associated with a pay-for-participation function. Where a person we support is responsible for this expense the agency will pay the employee direct and make repayment to the person we support as required.  
Employees will not use funds from a person we serve to pay for any of their expenses.  
Pre-approval from the Supervisor is required. Refreshments and souvenirs are the employee's responsibility. In some instances, an "Access Card" may be an option to pay for the employees' admission.

## Posting

This Personal Expense Claims policy is posted on Community Living Prince Edward's Website.

**Reference: S&S 32 Supporting People with Financial Management and Protection**

***It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.***