

F-022
Expenses Eligible for Reimbursement
October 1, 2024

POLICY

The Party is reimbursed for any reasonable out-of-pocket expenses incurred that are necessary for the performance of CLH DSS business. However, one must ensure taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency. Also, expenses for travel, meals and hospitality must support CLH DSS objectives and must be necessary and economical.

Eligible expenses include meals, mileage, parking and incidental costs incurred while the Party is on CLH DSS business.

All eligible expenses are processed with proper authorization, and in a manner that supports best practices and sound financial management.

Passport expenses must be done on a separate expense sheet.

PURPOSE

To outline responsibilities through each stage of the reimbursement process.

This policy is based on four key principles:

- Accountability – CLH DSS will be accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.
- Transparency – CLH DSS will be transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood and available to the public.
- Value for Money – CLH DSS will use funding prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Fairness – CLH DSS will reimburse legitimate authorized expenses incurred during the course of business.

SCOPE

All employees, volunteers & students (referred to as Party).

PROCEDURE

GENERAL GUIDELINES

The party must obtain approval from the immediate Supervisor prior to incurring expenses to be reimbursed.

Expense claims are made electronically on an Expense Claim Form, accompanied by receipts, and authorized by the appropriate Manager / Supervisor. These must be received by the Supervisor by the 15th of each month. Following that, the claim is forwarded to the Finance department for payment by the end of the month.

An expense claim is approved only when accompanied by appropriate itemized original receipts. Credit card receipts/ debit card receipts are not sufficient. In the absence of an

itemized receipt, a written explanation of why the receipt is unavailable must be submitted and a description itemizing and confirming the expenses must be provided.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

A claimant cannot approve their own expenses.

All traffic, parking or other tickets are the responsibility of the employee. When the ticket is attached to a CLH DSS vehicle, the employee must pay the fine to CLH DSS immediately. Subsequently, if the employee is successful at having the ticket dismissed or reduced, they may provide proof of this and be reimbursed by CLH DSS.

No expense claim is accepted if it is more than 90 days old.

Group expenses are discouraged. All employees should claim their own expenses.

Limits for phone cases \$25, Laptop cases \$20, Weekly Planners \$21 and headset \$50

MEALS:

The following is the meal allowance:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$20.00
- Tips 15% maximum

These are maximums and include taxes and gratuity. The reimbursement amount is based on actual receipts within these guidelines.

ACCOMMODATIONS

Reasonable accommodation with a standard room is the set option.

TRAVEL / MILEAGE

- Where possible, audio or video conferencing should be used as an alternative to travel.
- Travel should be by the most practical and economic means.
- Travel by train or plane is permitted if it is the most practical and economical way to travel. Economy (coach) is the standard option.
- If travel by car is the most economical, the order of preference is:
 - CLH DSS vehicle
 - Personal vehicle
 - Rental vehicle
- When a personal vehicle is used, mileage is paid out at a set kilometer rate per the Collective Agreement approved CLHDSS rate for any travel pertinent to the performance of job duties. Carpooling with other CLH DSS employees is encouraged. All out-of-town trips must be approved by the Manager in advance. Employees are required to submit their travel expense claims to their manager for approval.
- Rental vehicles are to be the smallest size that fits the number of people travelling and weather conditions.
- To ensure proper insurance coverage, all drivers must be listed on the rental contract.
- The name of the renter is "CLH Developmental Support Services".

- CLH DSS guidelines regarding Collision Damage Waiver and Loss Damage Waiver are to be followed.
- Approved travel claims are paid via EFT.

PARKING

A parking receipt is required at all times, unless at a parking meter.

INCIDENTAL / OTHER EXPENSES

All other expenses incurred by the employee on CLH DSS business must have the prior approval of their immediate Supervisor and receipts must be submitted to claim the expense.

- Miscellaneous expenses which would not otherwise be incurred by an employee such as taxi, public transportation, and hotel tips are eligible for reimbursement.

ALCOHOL

Employees travelling in the normal course of their business will not be reimbursed for the cost of alcoholic beverages.

- There are circumstances when alcoholic beverages may be required for donor/customer entertainment, fund raising activities or social events.
- Alcoholic beverages cannot be charged to ministry-funded programs.
- Written prior approval of the CEO is required for the reimbursement of alcoholic beverages.

SUPPORTED INDIVIDUALS

At no time should a supported individual pay expenses directly for a staff member. After proper authorization from their supervisor, a staff can submit an expense claim for authorized expenses noted above.

Staff should not use their own monies or personal credit cards to purchase items for supported individuals. Please contact finance who will provide staff with a cash float or an increase to the house pcard.

PERQUISITES

The term perquisites, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

CLH DSS does not provide perquisites and this is required to be disclosed on the CLH DSS website.

RESPONSIBILITIES

All employees are responsible for following the requirements of this policy.

COMMUNICATION

This policy is to be communicated with all CLH DSS staff and posted on the CLH DSS website.

EVALUATION

This policy will be reviewed every two years by the Director of Finance.