

FINANCE POLICIES AND PROCEDURES

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1. POLICY STATEMENT

1.1 Community Living Elgin will reimburse approved expenses incurred in the service of the organization and the people it supports.

2. DEFINITIONS

3. PROCEDURES

3.1 Conference, workshop, meals, social inclusion (FIP-002 Allowable Expenses for Social Inclusion) and travel expenses incurred by an employee or volunteer while performing his/her duties shall be reimbursed, subject to approval of the employee or volunteer's supervisor.

3.2 Preapproval is required before incurring a job related expense.

3.3 Reimbursement must be within the amounts established by the Board of Directors and may include:

- Mileage, public transportation, parking
- **Meals** - receipts must be provided

The maximum allowable for meals, including gratuities and taxes is as follows:

Breakfast \$ 8.00

Lunch \$12.00

Dinner \$20.00

- When travel requires all daily meals to be taken away from home, the maximum allowable daily rate shall be \$40.00.
- At no time is the purchase of alcohol beverages permitted as an expense claim from Ministry funded resources per Travel, Meal & Hospitality Expense Directive.
- Reasonable incidental costs (incurred during a community event)
- Overnight accommodation
- Conference Registration

3.4 Management shall authorize the reimbursement of pre-authorized expenses incurred by employees and volunteers while performing their duties at the request of Community Living Elgin.

3.5 Expenses incurred by staff and volunteers may be claimed by completing and submitting a Statement of Expense form within three months of the incurred expense. At Community Living Elgin's fiscal year end, claims must be submitted by April 15th for all expenses occurring in the past fiscal period.

3.6 Claims for personal reimbursement should indicate the names(s) of the person supported where applicable, the program where the expense should be charged and the reason for the expense.

3.7 Supporting documents, such as a receipt for conference, workshop, meals, social inclusion and travel expenses or a parking permit, must be attached to the Statement of

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Expense form. Metered parking expenses are exempted from this practice but must be noted that it is metered parking on the Statement of Expense form.

- 3.8 Each Statement of Expense should be dated and signed by the person submitting the claim. The signature of the management staff/board president shall act as the authority for reimbursement.
- 3.9 Payment will be made on the next scheduled payroll date following the approval of the expenses and once the financial department has been able to complete the accounts payable procedure.
- 3.10 Automobile expenses shall be reimbursed at the agreed upon rate as stated in the Collective Agreement, Article 22. Individual mileage claims for out of the norm trips will not be compensated without prior supervisory approval. (FIP-003 Travel Compensation)
- 3.11 **Non-Reimbursable Expenses**
Expenses of a personal nature will not be reimbursed – such expenses include but are not limited to:
- Recreational purposes (video rentals, mini bars, etc)
 - Personal items
 - Traffic and parking violations
 - Social events (i.e. golf tournaments or spa days)
 - Alcoholic beverages (see 3.3 above)
- 3.12 **Receipts** – original receipts (not photocopies) must be submitted with all claims. Credit card slips are insufficient to support a claim for reimbursement.

CROSS REFERENCES: FIP-003 Travel Compensation
FIP-002 Allowable Expenses for Social Inclusion

FORMS: Statement of Expense

RESOURCE: Travel, Meal and Hospitality Expense Directive, Management Board of Cabinet, revised April 1, 2010. Corporate Policy Branch, Ministry of Government Services