



Huron-Perth Children's Aid Society

Policy and Procedure Manual

Approved by: Executive Director

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Human Resources Reimbursement for Expenses

Policy:

It is the policy of the agency to reimburse employees for travel and miscellaneous expenses incurred in the course of their work on behalf of the agency. All reimbursement consideration will be in keeping with agency written practice and procedure and, where applicable, any employment agreement or contract in effect. All reimbursement will be made on the basis that said reimbursement is work related, modest and appropriate and strikes a balance among economy, health and safety, and efficiency of operations.

The Agency assumes no obligation to reimburse expenses which do not comply with this policy; further, the agency assumes no obligation to reimburse expenses which are outside of the timing provisions of practice and procedure. Employees are obliged to familiarize themselves with this policy and to seek clarification from their managers, if required. Managers are responsible for ensuring compliance with this policy and for taking remedial action if required.