



Huron-Perth Children's Aid Society

Policy and Procedure Manual

Approved by: Executive Director

Number: 8.1-038.005

Date: April 1, 2007

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Human Resources Reimbursement for Expenses

Procedure:

1. Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to –
 - a. Recreational purposes (e.g. Video Rentals, mini-bar stock)
 - b. Personal Items
 - c. Traffic/parking violations
 - d. Use of toll roads where non-toll roads are available
 - e. Alcoholic Drinks
 - f. Valet Parking
 - g. Expenses incurred on behalf of friends and family.

There is an exception to item e. (above) in the event of a hospitality scenario. Hospitality can be defined as an event to which the claimant is in attendance as a guest or a formal/organized reception related to the focus and purpose of the agency.

2. Meal allowances are set at \$60 per day and must be accompanied by a receipt to facilitate reimbursement; any claim not substantiated by a receipt will not be honoured, with the exception of a group luncheon where the expense does not exceed \$15 p.p. and no individual receipt can be obtained. Only Original receipts will be accepted and credit card slips by themselves are insufficient to support a claim for reimbursement.
3. Original receipts must accompany a credit card slip when an agency credit card has been used to pay for an eligible expense.
4. Reimbursement for Personal Vehicle Use will be made in accordance with the collective agreement and any applicable motion by the Board of Directors. Normal travel related to casework and within the agency's jurisdiction and general service catchment area qualifies for reimbursement. All claims must be recorded using the Staff Mileage & Expense Claim form and must include Start destination (municipal Address) and ending destination (municipal Address), the name of the client/service/reason for trip; any related expense; the manager approving travel claims will review accuracy and credibility of mileage claimed.
5. Travel outside the agency's jurisdiction and general service catchment area requires prior approval by a manager. Reimbursement for use of Personal Vehicle will be in accordance with applicable provisions of the current collective agreement and any applicable motion by the Board of Directors.



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6. Travel outside of Ontario requires prior approval from a Director of Service or Executive Director. Documentation regarding the necessity and purpose of the trip must be completed and retained for audit or review purposes.
7. Any overpayment, specifically, amounts reimbursed or paid that are not in accordance with the terms of this guide, shall be recovered as a debt owing the organization.
8. Claims will be facilitated using ...
 - a. Staff Mileage & Expense Claim
 - b. Requisition of Funds
9. All expenses related to office consumables, items of a capital nature and items related to equipment shall be applied for through the established purchasing and procurement procedure including appropriate authorization where the item is of a nature not regularly included on procurement orders. Office supplies (consumables) purchases are the domain of the Office Manager and inquiries should be forwarded to that manager. Claims of this nature will not be honoured without prior authorization.
10. All credit card purchases made with agency credit cards must include the nature of the purchase and the date of the purchase and must be in keeping with established authorization limits. Managers of staff holding credit cards will review statements monthly and authorize/approve charges made accordingly. Any charge not approved will be the responsibility of the card holder.