

Category:	Standards and Definitions	Section: Code:	2 2.5-7.0
Approved by:	Executive Director	Review Date:	(every 5 years)
Effective Date:	September 1, 2017		
Board Policy Reference:			
Cross – References:			

Reimbursement of Expenses

Preamble:

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.

Definitions:

Travel:

- Normal travel related to casework and within the agency’s jurisdiction and general service catchment area qualifies for reimbursement.
- Travel outside the agency’s jurisdiction and general service catchment area requires prior approval by a manager. See procedure below.

Items not covered by this policy:

- Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to –
 - Recreational purposes (e.g. Video Rentals, mini-bar stock)
 - Personal Items
 - Traffic/parking violations
 - Use of toll roads where non-toll roads are available
 - Valet Parking
 - Expenses incurred on behalf of friends and family
 - Alcoholic Drinks
 - Exception, 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.
- Expenses related to office consumables, items of a capital nature and items related to equipment. See procurement procedure below.

Standards:

HPCAS Operational Standards and Procedures

Section 2. Human Resources: 2.5 Standards and Definitions

Date: September 1, 2017

Meals

- Meal allowances are set at \$60 per day with the exception of a group luncheon where the expense does not exceed \$15 p.p. and no individual receipt can be obtained.

Obligations

- 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.

Procedures:

Receipts

- Meal expenses 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 as noted above 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.

Agency Credit Cards:

- Original receipts must accompany a credit card slip when an agency credit card has been used to pay for an eligible expense.
- 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.

Personal Vehicles:

- 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.
- 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.

Travel Authorities:

- Travel outside the agency's jurisdiction and general service catchment area requires prior approval by a manager.
- 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.

Reimbursement:

HPCAS Operational Standards and Procedures

Section 2. Human Resources: 2.5 Standards and Definitions

Date: September 1, 2017

- Any overpayment, specifically, amounts reimbursed or paid that are not in accordance with the terms of this policy, shall be recovered as a debt owing the organization.

Consumable supplies and equipment:

- 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 responsibility of the Office Manager and inquiries should be forwarded to that manager. Claims of this nature will not be honoured without prior authorization.

Forms:

Staff Mileage & Expense Claim form
Requisition of Funds form

Source References: