



Children's Aid Society

N I P I S S I N G A N D P A R R Y S O U N D

Business Expenses and Reimbursement Policy F-3-15

The Children's Aid Society of the District of Nipissing and Parry Sound (the "Society") recognizes that in the course of his/her duties, an employee may incur out-of-pocket expenses because of the nature of his/her employment. Such expenses include those associated with carrying out necessary service to clients and/or the administration of duties, hospitality, training, and business travel.

Purpose

The purpose of this policy is to meet the requirements set out in the Broader Public Sector Expenses Directives as issue by the Ontario Management Board of Cabinet for establishing expense rules where expenses are reimbursed from public funds.

The expense rules in this policy apply to any person in the Society making an expense claim, including the following:

- Board members;
- Employees; and
- Consultants and contractors engaged by the Society, providing consulting or other services.

The Society will reimburse for all reasonable travel and miscellaneous expenses they incur in the course of their work on behalf of the Society.

Principles

This policy is based on four key principles.

- a) **Accountability**
The Society is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses must be work related and support business objectives.
- b) **Transparency**
The Society is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal, and hospitality expenses are clear and easily understood. The policy has to be posted on the Society's website in accessible formats, so the expense rules are available to the public.

- c) Value for Money
Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety. Expenses must be modest and appropriate.
- d) Fairness
Legitimate authorized expenses incurred during the course of the business of the Society are reimbursed. Expenses must strike a balance between economy, health & safety, and efficiency of operations.

The Society will not reimburse expenses which do not comply with this Policy. In the event of an overpayment of expense claims, such overpayment will be recovered promptly from the payee. Employees and other claimants are obliged to familiarize themselves with this policy and comply with it.

1.0 Non-Reimbursable Expenses

General

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:

- Recreational purposes, except when incurred in connection with providing necessary services to clients;
- Personal items;
- Traffic and parking violations;
- Social events that do not constitute hospitality;
- Alcoholic drinks, unless part of hospitality; and
- Friends or family members, unless part of hospitality.

Consultants and Other Contractors

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the policy or in any contract between the Society and a consultant or contractor.

Reimbursement for allowable expenses can be claimed and reimbursed when the contract specifically provides for it.

2.0 Reimbursable Expenses

Receipts

Original receipts (not photocopies) must be submitted with all expense claims. Credit card slips by themselves are not sufficient to support a claim for reimbursement.

In the event of missing receipts an exception may be made at the discretion of the Finance department and only with appropriate documentation from the claimant that a receipt has been misplaced.

For all purchases with an agency credit card, original receipts must be submitted to the Finance department for reconciliation to the credit card statement.

Supporting documentation must be attached to the expense reimbursement forms and will be retained for the same time period as all agency accounts payable records.

Authorization

All expense claims must be authorized by the employee's supervisor or depending on the amount involved, at the appropriate management level. Supervisors approving expense claims are responsible for monitoring compliance with this policy. Expense approval limits are as defined in the Society's F-2-43. The Board president or the Board Treasurer/Secretary, as authorized by the Board President, will approve the reimbursement or expenses of the Executive Director.

Guidance on Exceptions

Requests for reimbursements should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this policy. Decisions whether to approve exceptional reimbursements must be reviewed on a case by case basis and approved by a Senior Manager. A decision to make an exception to a claim will be guided by the following principles:

- Trust (use discretion and latitude to act in a fair and reasonable manner)
- Flexibility (management decisions respect the duty to accommodate, respond to persons' needs and interests and to consider unforeseen circumstances)
- Stewardship (ensure consistent, fair and equitable application of this policy giving consideration to all circumstances while maintaining the shared responsibility of wise and prudent use of agency resources)

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

When a Senior Manager decides to exercise managerial discretion in making an exception and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the expense claim.

3.0 Travel

The Society recognizes that many employees travel in the course of carrying out their work duties. A combination of fleet vehicles, rental cars, public transportation, personal vehicles and other transportation should be used to meet the business needs of the Society.

The most practical and economical way to travel (including accommodation) will be chosen in each circumstance, unless an exception is granted by the appropriate authority.

Normal travel related to direct service or other Society business and within the Society's areas of "geographical jurisdiction" does not require prior approval – such claims are approved after incurrence. Normal agency expense guidelines and Collective Agreement will govern reimbursement claims.

Travel outside of the agency's jurisdiction but within Ontario requires prior approval from an employee's immediate supervisor. Travel outside of Ontario but within Canada requires prior approval from the Executive Director or designate. The most cost-effective method of travel must be chosen, while balancing efficiency in operations. Travel outside of Canada requires prior written approval from the Executive Director.

Requirements

All employees and placement students who are required to drive a fleet, rental, or private vehicle on Society business must:

- Hold a valid Ontario Class G2 or G driver's license;
- Observe all rules and regulations required under this policy and the Highway Traffic Act;
- Immediately report any driving accident/incident experienced to his/her supervisor;
- Immediately report any loss of driver's license (either suspension or permanent) to his/her supervisor in writing with copies to the Human Resources & Training and Finance and Administration Managers.

Automobile

Where an employee is required to travel more than a total of three hundred (300) kilometers from the employer's home office, the employee shall use either an Employer or rental vehicle, if available.

Rental Vehicles

Where employees are using a rental car, the size of the car must be the most economical and practical required for program delivery and the number of occupants. Exceptions must be documented and approved by the employee's supervisor in writing. In no case will luxury or sports cars be reimbursed. The rental car must be refueled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental care agency.

Fleet Vehicles

The Society maintains a fleet of vehicles, the use of which is coordinated by the Finance and Administration Department. Fleet vehicles are used exclusively for Society business and may not be borrowed or used for personal purposes.

Fleet vehicles are regularly maintained to ensure their safety. Smoking is strictly prohibited in Society fleet vehicles. All Society fleet vehicles must be kept locked when not in use. Daily trip logs will be maintained to ensure tracking of use of Society vehicles.

4.0 Other Travel Expenses

Accommodation

Reimbursement for hotel accommodation in the Society's geographical jurisdiction area will not normally be made. Exceptional or emergency situations may arise where personnel who reside out of town are required to remain in the agency's jurisdiction overnight – for example extended meeting on urgent and important business etc. and these may be approved at the Supervisor's discretion.

For any overnight accommodation, Supervisor approval must be secured prior to the expenditure.

Reimbursement will be made to single accommodation in a standard room and no

reimbursement will be made for suites, executive floors or concierge levels. Employees are to ask for the Government accommodation rate.

Private stays with family and friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging is allowed. No receipt is required.

Reasonable tips and gratuities are reimbursable and must be documented on the expense report.

Reimbursement will be made for reasonable costs for necessary personal and business calls for each night away. Discretion should be used in the frequency and length of calls.

5.0 Hospitality

There is occasion when the provisions of hospitality to external parties is appropriate to facilitate Society business or is considered desirable as a matter of courtesy.

Hospitality is defined as the provision of food, beverages (including alcohol), accommodation, transportation or other amenities at public expense to persons who are not engaged to work for the Society, designated Broader Public Sector Organizations, and the Ontario Government.

Hospitality should be work related, extended in an economical, consistent and appropriate manner that is balanced against the type and number of guests attending, the business purpose to be achieved, efficiency of operations and health and safety.

The conditions under which hospitality will be extended on behalf of the Society include, but are not limited to:

- Meetings with external business associates/contacts to further the Society's goals and mission;
- Public openings and ceremonies;
- Hosting visitors to Ontario, Canada, and members of national or international organizations with children's interests/affiliations;
- Recognition events for clients, foster parents and volunteers; and
- Public relation events.

Expenses that do not fit the definition of hospitality will not be reimbursed. Examples include office social events, retirement parties and holiday lunches.

Hospitality expenditures on alcohol should be avoided unless in exceptional circumstance with advance approval by the Executive Director. When alcohol is provided, food should also be made available.

Where hospitality events are extended by the Society and where guests include vendors or prospective vendors to the Society, Managers are responsible for obtaining prior approval to ensure that the hospitality provided does not give, or is not perceived to give, preferential treatment to any vendor.

APPROVED ON	REVIEWED/REVISED	REVIEWED/REVISED	REVIEWED/REVISED