

FINANCIAL SERVICES MANUAL

Section:	1.0 General Financial Policies
Name:	<i>Travel, Meals, and Accommodation</i>
Number:	FN 1.8
Approval:	Executive Director/Board of Directors, December 1, 2025

POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is a Broader Public Sector (BPS) organization, and as such, all travel, meal, and accommodation expenses must be directly related to legitimate Society business. These expenditures are expected to balance cost-effectiveness with the health, safety, and efficiency of operations. The purpose of this policy and procedure is to provide clear direction on the incurrence and reimbursement of such expenses, in alignment with the [*Broader Public Sector Expenses Directive* \(2020\)](#) and its principles of accountability, transparency, value for money, and fairness.

Supporting Documents	Document Link
Forms	
Manuals	
Protocols	

PROCEDURE

This procedure and its associated policy apply to all individuals who may incur travel-related expenses while engaged in Society business. This includes appointees, members of the Board of Directors, employees, and consultants or contractors retained by the Society. Only reasonable and appropriate expenses will be reimbursed. To be considered eligible, expenses must be directly work-related, modest in nature, and consistent with prudent use of public funds.

Authorization & Approvals

All expenses must receive appropriate approval before being incurred. Supervisors who are responsible for authorizing expense claims must ensure compliance with this policy and confirm that all claims are legitimate, reasonable, and properly documented.

Approvers may not approve their own claims. By authorizing a claim, the approver affirms that they have reviewed the supporting documentation and are satisfied that the expense is work-related and in compliance with this policy.

The following approval levels apply:

Commitment Authority Amount	Approval Authority
\$0 to \$1,000	Coordinator/Supervisor
\$0 to \$10,000	Manager
\$0 to \$50,000	Director
\$0 to \$99,999	Executive Director
\$100,000 or more	Board of Directors*

Claims for the Executive Director must be approved by the Board of Directors and submitted to Finance at the earliest opportunity. The Finance Department is responsible for verifying calculations, reviewing supporting documentation, processing approved claims, posting expenses to appropriate accounts, and administering payments.

Travel and Transportation

Travel is often required in the course of Society business. Employees are expected to plan their travel in a manner that is cost-effective and operationally efficient. Within the Society's geographic jurisdiction, routine travel for service delivery and other business purposes does not require prior approval and may be reimbursed following submission of appropriate claims. Travel outside the jurisdiction but within Ontario requires approval from the immediate supervisor, while travel outside Ontario but within Canada requires prior approval from the Executive Director or designate.

When road transportation is required, employees must use the most practical and economical option available. The preferred order of use is: (1) a Society fleet vehicle, (2) a rental vehicle, or (3) a personal vehicle if it is more economical. Employees required to travel more than 300 kilometers in total from the Society's home office must use a fleet or rental vehicle. Mileage reimbursement for the use of personal vehicles is

provided at pre-established per-kilometer rates. Claimants must ensure that distances claimed are reasonable and verifiable through internet-based mapping tools.

Rental vehicles must be of an economical size, suitable for program delivery, the number of passengers, and driving conditions. Luxury or sports vehicles will not be reimbursed. Vehicles must be refueled prior to return in order to avoid excess fuel charges.

The Society's fleet vehicles are available exclusively for business use and are maintained by the Finance Department. Vehicles must be kept secure, may not be used for personal purposes, and are subject to strict no-smoking regulations.

Employees who use personal vehicles for Society business will be reimbursed in accordance with the Collective Agreement. The reimbursement rate is intended to fully compensate for vehicle usage and associated costs. Expenses related to cleaning, maintenance, or repair of personal vehicles are the responsibility of the owner, except in circumstances pre-approved by a Manager or Director where damage or unusual cleaning is directly related to Society business.

Parking, public transit, and toll charges incurred during Society business will be reimbursed when reasonable and necessary. Costs incurred for regular commuting or for traffic violations will not be reimbursed.

Rail travel in coach class is permitted when economical and practical. Air travel is permitted when it is the most practical and economical mode of transportation, but reimbursement will be limited to economy-class fares.

Accommodation

Reimbursement for accommodation within the Society's jurisdiction will not normally be provided. Exceptions may be made in urgent or exceptional circumstances, such as extended meetings or unanticipated work that requires personnel to remain overnight. In all cases, overnight accommodations require prior supervisor approval.

Employees will be reimbursed for single occupancy in a standard room, with no reimbursement provided for suites, executive floors, or concierge-level services. Employees are encouraged to request government rates when available. Employees staying with family or friends may claim a gratuitous lodging allowance of \$30 per night without the need for receipts.

Meals

Meal reimbursements are subject to limitations. Breakfast may be claimed when travel begins prior to 7:30 a.m., lunch may be claimed when employees are required to remain away from or in the office during the noon hour due to work demands, and supper may

be claimed when employees remain at work past 6:00 p.m. due to travel or unplanned work requirements. Employees who choose to remain at the office outside of these hours for personal reasons are not eligible for reimbursement.

Meal reimbursement will not be provided when meals are included in meetings or events, unless dietary restrictions prevent participation. Alcoholic beverages are not eligible for reimbursement under any circumstances. In situations where inclement weather prevents an employee from safely returning to their workplace, meal costs will be reimbursed.

Meal allowances will be provided in accordance with the rates set out in the Collective Agreement. Reasonable gratuities, up to 15% of the bill, may also be reimbursed if documented on the expense report.

Time Limit for Expense Claims

Expense and travel claims must be prepared promptly and submitted to the Finance Department no later than the end of the calendar month following the month in which the expense was incurred. For example, expenses incurred in May must be submitted by June 30 (or the preceding Friday if the 30th falls on a weekend). Claims submitted after the deadline will not be reimbursed without a written explanation and approval from Senior Management.

The Society is not obligated to reimburse expenses that do not comply with this policy. Any overpayment of claims will be considered a debt owing to the Society and will be recovered.