



POLICY & PROCEDURE MANUAL		Subject: EXPENSE REPORTS & REIMBURSEMENT		
Section: FINANCE - PROCEDURES		Policy Number: FIN-PRO-304		Page: Page 1 of 3
Date Approved: OCTOBER 27, 2017	Effective Date: OCTOBER 2017	Review Date: AUGUST 2024	Revision Date: AUGUST 2024	Next Review Date: AUGUST 2026

POLICY

Choices Association Inc. [Choices] will have an established process for the reimbursement of expenses and this policy shall be applied in a fair and equitable manner.

The reimbursement of expenses incurred by Choices employees in performing their job duties shall be made on the final pay of each month.

All reimbursements will be included with the employee’s final pay of each month and deposited directly into their bank account at the same time as their pay. Expense reimbursement may be denied if not accompanied by appropriate documentation such as receipts

RATIONALE

Choices employees require clear directions as to what expenses are allowable and required to perform their duties and how to complete an expense report to receive reimbursement in a timely manner.

DEFINITIONS

Travel: when an employee is required to leave their normal/usual place of work to perform job related duties.

SCOPE

The policy applies to all Choices staff.

RESPONSIBILITY

The Finance Department is responsible for verifying the amounts claimed, entering expenses into the accounting system and ensuring employees receive reimbursement.

Supervisors are responsible to ensure that all documentation required is correct for the expense(s) being claimed, correctly recorded on the expense report, expense claim is signed by the employee and approved by their direct supervisor and promptly forwarding completed claim to the Finance Department for processing.

Employees are responsible to ensure that all claims are supported with the appropriate documents and that the mileage claimed is correct and calculated correctly and sign the bottom of the expense claim.

PROCEDURE

General Guidelines:

Accounts will be submitted for reimbursement by the end of each month following the month the expenses were incurred. Expense reports not submitted by the tenth day of the month will not be processed on the next pay run. These reports will be reimbursed in the next month.

Documents that are hand-written by a claimant will not be accepted as backup for any expenses. When claiming expenses that involve more than one (1) Agency employee the senior employee must make the submission for reimbursement. Hospitality claims must include the name(s) and position(s) of all the recipients of hospitality and the justification for providing it.

Explanations or particulars must be provided for all items claimed. Descriptions such as miscellaneous, other charges or sundries will not be accepted. All requests for expenses must be approved by the employee's immediate supervisor. For the Executive Director, the Board President must approve all expenses.

GUIDELINES

Transportation:

Individuals traveling on Agency business shall use the most economical and practical means available. When an individual wants to use another more expensive mode or follow other than the most direct route for personal convenience, reimbursement of expense shall be based on the cost and route which is more economical and practical. This route shall be determined using Google maps.

Mileage rates are subject to change and are all inclusive. The rate claimed will be as per the collective agreement (2024: \$0.50/km).

To receive reimbursement for use of any toll road, prior approval of you supervisor must be obtained and the rationale for using the toll road disclosed on the expense report. Parking costs related to the use of personal vehicles and/or use of Agency vehicles incurred as part of Agency business will be reimbursed. Parking claims must be accompanied by a receipt provided by the parking authority. Parking claims in excess of \$2.00 not accompanied by a valid receipt will not be reimbursed. If the parking authority retains the stub through an automated system (i.e. some hospitals) then a photo of the parking permit will be accepted.

If parking at an event where there are no receipts available for parking then the parking reimbursement request must be accompanied by the tickets to that event (i.e. fair, rib fest, etc.). If possible, submit a picture of the parking charges sign at the event.

Under no circumstances shall an individual be reimbursed for penalties levied in respect to traffic or parking violations.

Accommodations:

Individuals traveling on Agency business may be reimbursed for expenses actually incurred for overnight accommodation provided that the standard of accommodation is reasonable and necessary.

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Meals:

Individuals will be reimbursed for approved meal costs while on Agency business away from the workplace. The meal allowance is to encompass the cost of the meal, taxes and gratuities

The Agency will not reimburse the costs associated with any alcoholic beverages. Individuals will be reimbursed for approved meal costs for attending seminars and conferences when the meals form an integral part of the agenda and are not already covered by the registration fee.

Reimbursement for approved meal costs will be based on rates set out in the collective agreement or as set out in the Travel, Meal and Hospitality Expenses Directive, whichever is higher. The claimant must submit the original bill issued by the supplier (credit card and/or debit card receipts alone will not be accepted).

As at June 2024, meal expense claims for the Agency are capped at \$10.00 for breakfast, \$12.50 for lunch, and \$22.50 for dinner.

Meals with other Agency staff to discuss Agency issues/business will not be reimbursed unless prior approval from the Executive Director is obtained.

QUALITY MEASURES

Reg 299-10, 6(3)

ASSOCIATED FORMS

Expense Report forms

ASSOCIATED POLICIES

FIN-PRO 302 Cash Receipts

REFERENCES

Travel, Meal and Hospitality Expenses Directive January 1, 2020