

	POLICIES AND PROCEDURES	Policy No:	BPSAA 3
SECTION:	Broader Public Sector Accountability Act	Version #:	
SUB-SECTION:		Original D:	May 13, 2022
SUBJECT TITLE:	Expense Claims	Revised D:	
APPLIES TO:	CLSL Association	Reviewed D:	
APPROVAL BY:	Board of Directors	Review By D:	
REFERENCES:	Broader Public Sector Accountability Act		

PURPOSE / POLICY:

Community Living Sarnia-Lambton (CLSL) recognizes that from time-to-time employees and others are required to be away from the normal work environment which may involve additional expenses. To obtain reimbursement for reasonable expenses such as meals and/or accommodations while on CLSL approved business, the following procedures must be followed. Travel outside of Lambton County and related plans must be preapproved by a Supervisor, Manager and/or Director.

SCOPE:

This policy is applicable to all CLSL employees, the Board of Directors and all other volunteers.

PROCEDURES:

Acceptable expenses for pre-approved trips include meals, accommodations, rental vehicle, parking, taxi and public transportation. Out of town travel for CLSL business will normally be booked by an Executive Assistant or Administrative Assistant unless otherwise agreed to by a Supervisor, Manager or Director.

Expenses must be:

- Work related
- Modest and appropriate
- Strike a balance between economy, health and safety, and efficiency of operations.

All expenses must comply with the *Broader Public Sector Accountability Act, 2010*

Non-Reimbursable Expenses

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

- Recreational purposes (i.e. video rentals, mini-bars)
- Personal items (i.e. toothpaste, razor)
- Traffic or parking violations
- Alcoholic drinks
- Expenses incurred on behalf of friends or family

Loyalty Programs

Employees may participate in loyalty programs (i.e. frequent traveler programs) provided the means of travel or work related purchase is always the most cost effective.

Rail Transportation

Travel by rail is permitted when this is the most practical and economical way to travel. The standard is economy class. Business class travel must be prior approved by a Director and supported with an explanation for same.

Air Transportation

Travel by air is permitted when this has been determined to be the most practical and economical way to travel. The standard is economy class.

Ground Transportation

Please reference the Mileage Claims Policy.

Accommodation Expenses

Hotel accommodations must be pre-approved by the next level Supervisor and can be considered while travelling on CLSL business when required and appropriate. Detailed original receipts are required for reimbursement of accommodations.

An employee who has approval for overnight accommodations may choose to reside with a friend or family member, rather than staying in a hotel. In this instance, a gratuity of up to \$50.00 may be provided to the host in the form of an appropriate gift, gift certificate or dinner in a restaurant. An original receipt of \$50.00 (excluding taxes and tips) for the gift must be submitted with the expense form. If the said gratuity is to be provided, the employee must first obtain approval for same from the Director. There will be no payment for hotel accommodations once a gratuity is approved.

Expenses related to Workshops, Seminars, Conferences and Meetings

When employees are required to be away from their work location for workshops, seminars, conferences and meetings over a normal meal period, or when overnight travel is required, the cost of meals incurred by an employee will be reimbursed. Any claims for meals must be accompanied by an original receipt. It is further required to write on the receipt what the function was, and names of persons (including oneself) for whom a meal was purchased, and the purpose of same.

Meal Allowance

The meal allowance is applicable to workshops, seminars, conferences and pre-approved activities with persons supported.

Meal allowance is as follows (not including tip and taxes):

Breakfast \$10.00

Lunch \$13.00

Dinner \$21.00

Tips must not be more than 15%

Travel Outside Ontario and Canada

Travel outside Ontario and/or Canada requires the pre-approval of the Executive Director and must include a written rationale to demonstrate that the travel is critical to the organization's priorities; and provide documentation to demonstrate that the requested travel arrangements (i.e. transportation mode, accommodation, etc.) are cost-effective, including an itemization of all anticipated expenses that will be incurred.

Travel outside Ontario as it relates to the Executive Director will require preapproval by the President. Travel outside Ontario as it relates to the Board of Directors, will require pre-approval of the Executive Director and/or President.

Accompanying an Individual

Employees are required from time to time, as part of their job, to attend an activity with an individual supported. With pre-approval from the employee's Supervisor, Manager or Director, CLSL may reimburse expenses to the employee. Individuals supported are expected to pay their own expenses, and may also as part of pre-approval plan, assist with costs for the support worker.

When accompanying a person supported by CLSL to activities, the following guidelines apply:

- Prior approval and pre-planning will be undertaken by support workers to ensure that all avenues have been explored in order to reduce expenses. This includes consideration and investigation of costs, attendant rates, volunteer involvement, scheduling and support requirements.
- Each situation will be considered on an individual basis.
- Employees are usually expected to pay for their own meals, and only reimbursed upon prior approval by CLSL
- Expenses such as parking and mileage may be submitted for reimbursement, as long as the cost relates to supporting an individual.

Under no circumstances should a CLSL employee or volunteer accept direct payment for anything from an individual supported, their family or other representative. Any offsetting payments must be processed through the Administrative Office.

If attending a vacation as a support worker, expense payments must be approved by the Director, Housing prior to any agreements with the individual or family.

Procedure for Reimbursement

1. Claims must be made on the *Expense Claim Form*.
2. Original detailed receipts must be provided for reimbursement. Withdrawal slips, credit card receipts and ATM slips are not acceptable.
3. Date, reason for expense, name of individual(s) supported, place/location and total amount are to be recorded on the *Expense Claim Form*.
4. The space "submitted by" is for the claimant's signature and is to be dated on the day of submission. Approval must be by the next level Supervisor.

Time Element for Submission

1. *Expense Claim Forms* must be submitted no later than two (2) calendar months following the month in which the respective expenses were incurred.
2. Claims must be submitted on a monthly basis.
3. Submission is to be made to the immediate supervisor who will review and consider for approval.
4. Approved claims must be forwarded to the Accounting Department no later than the fourth day of the following month for reimbursement.
5. Reimbursement for claims under \$20.00 will be made from Petty Cash funds. Claims over \$20.00 will be paid by EFT.

Cash Advances

Employees may request a cash advance from the Finance Department in order to pay for expenses in advance of purchasing them. All cash advances must be accompanied with an *Expense Claim Form* and must be pre-approved by a Director or designate. Itemized original receipts for the expenses must be submitted to the Finance Department to clear the cash advance. In the event that the cash advance is not reconciled with the Finance Department within ten (10) business days, the outstanding cash advance payment made to the employee will be deducted from the said employee's payroll.

FORMS, REFERENCES & RESOURCES:

Cross Reference:

Mileage Claims policy

Perquisites policy

Purchasing policy

Purchasing Authority

Policy on Supply Chain Code of Ethics

Ethical Standards and Guidelines for Best Professional Practice

Resource:

[Broader Public Sector Perquisites Directive](#)
[Broader Public Sector Expenses Directive](#)
[Broader Public Sector Procurement Directive](#)

POLICY CHANGE LOG:					
POLICY LEAD(S):	Original	Revised	Reviewed	Date:	Approved by: