

| <b>PROCEDURE</b>  |  |
|---|--|
| <b>Section:</b> Finance<br><b>Procedure:</b> Expense Claims | <b>Number:</b> FI-A-020<br>Page 1 of 5 |
| <b>Approved By:</b> Paul Laperriere                         | <b>Approval Date:</b> June 2017        |
| <b>Next Review Date:</b> June 2021                          |  |

**1.0 Purpose**

In the course of their work, employees and volunteers may incur out of pocket expenditures for which they should be reimbursed in a timely manner. Hands theFamilyHelpNetwork.ca (Hands) will reimburse eligible and substantiated expenses for travel, accommodation, training, etc. The processing of expense claims will involve a system of checks and balances to ensure the agency is not placed at financial risk. Approvals and appropriate documentation must be secured prior to the processing of expense claims. The Financial Services Department will review each claim to ensure financial accuracy of information and the eligibility of the expense.

**2.0 Scope**

|   |                        |                   |                        |  |
|---|------------------------|-------------------|------------------------|--|
| Procedure applies to: (Check all appropriate boxes for broad application) |                        |                   |                        |  |
| <u>Employees</u><br>x   | <u>Volunteers</u><br>x | <u>Board</u><br>x | <u>Services (list)</u> | <u>Other (i.e. clients, visitors, contractors)</u> |

**3.0 Responsibility**

- 3.1 Employees/volunteers must submit business expense claims as described by this procedure.
- 3.2 Supervisors/Managers will preauthorize travel and review expense claims for eligibility and accuracy
- 3.3 Financial Services will review expense claims for eligibility and accuracy and reimburse employees in a timely manner once approved expense claims are received

**4.0 Definitions**

**5.0 Procedure**

**5.1 Eligible Travel Expenses**

- 5.1.1 Employees are expected to select the most economical mode of transportation: agency vehicle, rental vehicle, or employee’s personal vehicle. Only employees on the insured agency driver’s list are eligible to



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rent a car or use an agency vehicle. The insured agency driver's list is maintained by Financial Services.

When daily travel exceeds 200 Km, return trip, employees should evaluate the options. If daily travel exceeds 250Km, an evaluation of alternatives must occur. The time of pickup and drop off of a rental vehicle will significantly impact the cost. Most rental companies will deliver the vehicle if requested. The Finance Department can assist with determining the most economical option. The agency vehicle is typically the most economical alternative so employees travelling longer distances will have priority. If the employee elects not to use the most economical options, this decision must be approved by their supervisor, in advance. If employees wish to use their own personal vehicle, travel will be reimbursed at the lesser of the two amounts (i.e., if renting a vehicle is cheaper, that is the amount that can be claimed).

Use of the 407ETR may be permitted with pre-authorization by the supervisor.

Employees are expected to car pool when more than one is travelling to the same destination.

### 5.1.2 Agency Vehicle:

Authorized employees can sign out an agency vehicle for business travel. Employees must adhere to all requirements detailed in FI-A-040 Use of Agency Vehicle Procedure.

### 5.1.3 Rental Vehicle:

When it has been determined and approved that a car rental should be used, the employee will contact the designated Administration employee to make arrangements and complete a purchase order which must be approved by the immediate supervisor. The Administration employee will arrange the rental from an approved rental agency. Employees must adhere to the guidelines set out by the rental agency, e.g., traffic violations, fuel top-ups, return times, use of toll highways, etc. When the car is dropped off, the employee will secure copies of the invoice from the car rental agency, and forward them to Financial Services for payment

### 5.1.4 Personal Vehicle:

When travelling to a work destination other than one's office to or from home, the lessor of the employee's designated work location or home will be used as the point of travel. Mileage from home to office and return is not reimbursed. Reference. FINANCE\mileage distances.xls for common destinations.

Employees using their personal vehicles on business/training will be reimbursed at \$.45 per kilometre.

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Employees using their personal vehicle for business purposes, are required to provide proof of adequate liability insurance coverage of not less than \$2 million by completing the agency's Proof of Insurance form.

## 5.1.5 Other Travel:

Travel by air or train will be booked as Economy class. Bus and Taxi travel will be reimbursed for the receipted fare.

## 5.2 Meal Expenses

Expenses for meals, gratuities (maximum 15%) and taxes while on authorized agency business will be reimbursed to a maximum as follows:

|                           |         |
|---------------------------|---------|
| Breakfast                 | \$11.00 |
| Lunch                     | \$15.00 |
| Dinner                    | \$25.00 |
| Maximum daily expenditure | \$51.00 |

The daily maximum amount may be utilized when at least two meals are purchased and one of those meals is dinner. Receipts should be clearly marked breakfast, lunch and dinner and reflect the restaurant name and date of purchase. Breakfast may be claimed if you leave your home before 7:00 a.m. on the day of travel and dinner may be claimed if you will arrive at your home after 7:00 p.m. on the day of travel. In exceptional circumstances, claims may be made for meals which exceed the above allowances provided the claim is supported by a full explanation, appropriate receipts and authorized by a supervisor

Meal allowance will be provided when employees are away from their home site for more than 1 day or 40 kilometres away. If a meal is provided at a workshop, employees may not claim for that meal. If visiting another Hands site, no meal allowance for lunch will be provided on the first day.

The cost of alcoholic beverages will not be reimbursed by the agency.

## 5.3 Accommodation Expenses

Employees will be reimbursed for expenses incurred for overnight accommodation while travelling on agency business. Where possible, hotels will be selected from the preferred list and reserved by the designated Administration employee and charged to the agency accounts or credit card. Accommodation selected must be the most practical and economical. Discounts are to be utilized where appropriate, e.g., government rates, CAA, seniors' discounts, etc.

Cancellation of accommodation reservations must be made as soon as possible when travel plans change in order to avoid "no-show" charges.

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When employees are required to stay for extended periods of time at one location, long-term accommodation must be arranged in order to take advantage of lower weekly rates.

Valet, room service and other personal services (e.g., movies) will not be reimbursed by the agency

If employees stay with a family member or friends avoid hotel costs, a daily honorarium of \$40 may be provided. The employee will indicate this on their expense claim form.

## 5.4 Claiming Expenses

Expense Claims can be submitted for: travel, meals, accommodation, program supplies and other necessary business purposes. Employees will use the Expense Claim Form to itemize their expenses. Expense claims greater than \$50 may be submitted every 2 weeks, but should not be held for longer than one month of the expenditure.

Original detailed receipts must be included with claims and employees are encouraged to number their receipts to match their expense claims. Expenses must be listed in chronological order.

Where employees work in more than one program, expense claims should clearly indicate the program to be charged.

Expense claims must be approved by the employee's direct supervisor. Supervisors will review to confirm the expense is eligible and that all receipts are attached.

To facilitate timely reimbursement, completed and approved expense claims are submitted to Financial Services by end of day Wednesday of the 1 week prior to the accounts payable run.

## 5.2 Meal Expenses

## 5.3 Accommodation Expenses

## 5.5 Claiming Expenses

## 6.0 Linkages (cross reference to Policies, other procedures, legislation, regulations)

[FI-A-040 Use of Agency Vehicle Procedure](#)

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## 7.0 Policy Change History

| Revision number | Date of Approval | Description of Change |
|-----------------|------------------|-----------------------|
|                 |                  | Revised to reflect... |
|                 |                  |                       |
|                 |                  |                       |