

EXPENSES ELIGIBLE FOR REIMBURSEMENT

EFFECTIVE DATE: July 12, 2016

SECTION 2: Finance & Administration– Policy #F&A – 2.10

REVISION DATE:

PAGES: 4 pages

SCOPE: All Board Members, Executive Director, Managers, staff, students, and volunteers

RATIONALE:

To identify and ensure all staff purchases of supplies and services are in accordance with budgetary constraints, the latest Ministry and funder guidelines, and the Broader Public Sector Expenses Directive.

POLICY STATEMENT:

TCCSS will ensure all work-related expenditures made by individual staff in the course of their employment adhere to the Broader Public Sector guidelines before being reimbursed. Strict controls will be maintained through policy, approval, and budget monitoring strategies.

APPROVED: _____

(BOARD PRESIDENT)

DATE: _____

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PROCEDURE:

DOCUMENTATION

- All supporting receipts and documentation for work-related reimbursements must include:
 - Details of the purchase;
 - Name and location of the vendor;
 - HST Registration number;
 - Date; and
 - Details of any sales tax charged.
- Photocopies will be accepted if clear and complete.
- Credit or debit card receipts will not be accepted without the store receipt unless all the proper information is detailed.

SUBMISSION AND APPROVAL

- All expense claims for reimbursement are submitted on the Master Expense Form (form F.6) for approval by the applicable Manager and then forwarded to the Finance Department for payment.
- Staff are expected to submit their expense claims monthly. If staff are unable to submit claims on a monthly basis, submissions must be completed on a quarterly basis.
- Those approving expense claims are prohibited from approving their own expense claims.
- Expense claims for a group must be submitted by the most senior staff member present - expenses cannot be claimed by an individual that are incurred by his/her approver.

MEALS

- When budget permits, meals may be reimbursed when the employee has been travelling *outside* their program catchment area for training or work-related events.
- Catchment areas are defined as:

Program	Catchment Area
ABA / IBI	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
APS	Peterborough, Haliburton, and City of Kawartha Lakes
BCS	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
CA	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Durham
Passport	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Durham
Quadrant Resources	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
TAY	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Durham

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- Reimbursement will be limited to \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner or to a maximum of \$50.00 combined per day. If meals are provided at a training or professional event, the staff member is expected to not incur any expense for that meal.
- When budget permits, and according to program mandate, meals shared with clients must be clearly indicated on the receipt and expense forms for proper allocation.
- The purchases of alcohol and applicable taxes, as well as gratuities, are not covered.
- All reimbursement requests must be approved by the applicable Manager.
- Staff are expected to minimize meal claims where possible.

MILEAGE

- Staff are eligible to claim mileage for travel from their home or the office (or designated satellite office) to their work destination, whichever is less. Travel from home to the office and from the office to home is not eligible for reimbursement.
- Claims are submitted monthly in kilometers on the Master Expense Form (form F.6) and should detail the place of origin, the destination, any stops between, and the distances travelled.
- Compensation will be calculated by the kilometer and according to the approved agency rate.
- Board Members may request reimbursement for mileage to attend monthly Board Meetings at the current Agency rate.
- Staff are expected to minimize mileage claims where possible.

CELL PHONES

- Staff are expected to protect an Agency provided unit from theft and damage and will refrain from using it for personal calls unnecessarily.
- Use of personal cell phones for work in positions demonstrating a need will be reimbursed at a rate of \$25.00 per month. A copy of a personal cell phone bill will be submitted one time with the initial claim for reimbursement to be kept on file.
- A current cell phone number must be made available for Agency use in order for reimbursement to be approved.
- In the case of excessive long distance charges being incurred occasionally through the course of duty on a personal cell phone, staff may request extra reimbursement which will be submitted to the applicable Manager for consideration.
- Staff are expected to minimize phone claims where possible.

VEHICLE INSURANCE

- Staff in positions that require the use of a personal vehicle for work may request reimbursement of insurance costs beyond the premium for home to work and work to home travel coverage and personal use, up to a maximum of \$350.00.
 - a. Staff are not required to transport clients in their vehicle, however if they choose

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to do so, the onus is on the employee to ensure that they have sufficient insurance coverage for such situations

- Staff must fully complete the Vehicle Insurance Form (form F.10) and provide a letter of confirmation from their insurance provider to the Finance Department.

PROGRAM SUPPLIES

- With prior Manager approval, staff may make small purchases of program supplies (i.e., client related supplies) when necessary and request reimbursement.
- Proper documentation must be provided and all purchases are subject to approval by the applicable Manager.
- Where possible, staff will utilize cost savings through Agency bulk purchases.

PARKING

- When budget permits, staff may be reimbursed for parking to a maximum amount set by the Executive Director.
- Work-related parking at hospitals, clinics, or for training events will be reimbursed with presentation of a proper receipt.
- Staff may request up to \$5.00 per month in street parking without presenting a receipt.
- The Agency has a limited number of pre-paid parking passes which are allocated by the Operations Manager. These passes must be stored in a safe location at all times, and will be returned to the Agency at the end of employment.

OTHER EXPENDITURES

- Reimbursement for items damaged while carrying out work related activities may be requested but will be subject to approval from the applicable Manager and the Executive Director.
- Additional expenditures may be covered for employees who maintain a satellite office operating from their home. All costs will require proper documentation and will be subject to approval by the applicable Manager and budgetary restraints.

CONSULTANTS & OTHER CONTRACTORS

- Reimbursement for allowable expenses will be claimed and reimbursed as specified in their contract with the Agency.
- Allowable expenses include mileage, parking and supplies as detailed in their contract.

APPROVED: _____ (EXECUTIVE DIRECTOR)	DATE: _____
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Reference:

Form F.6 Master Expense Form, Appendix D: Information Technology Protocol, Form F.10 Vehicle Insurance Claim Form