

# 13.0 - EXPENSES & REIMBURSEMENT Revised

November 2015

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Community Living Cambridge employees may at times incur expenses while performing their job responsibilities. CLC will reimburse such expenses as laid out in this policy and in compliance with the Broader Public Sector Expenses Directive.

## *Submissions and Approvals*

Expenses incurred that are within the amount budgeted for the activity and are normal purchases in the day-to-day responsibilities of the employee do not require pre-approval. Expenses that are outside the budgeted amount, are higher than the purchasing authority of the employee, and/or are not part of the day-to-day responsibilities of the employee require written pre-approval by that employee's direct reporting authority. Such pre-approval may be solicited with an e-mail or written three-part memo and must be attached to all requests for reimbursement.

Reimbursement requests will be submitted for approval to the employee's direct reporting authority on a Request for Funds form which has original supporting receipts attached. The reporting entity will have approval authority for expenses incurred within their budget, the normal day-to-day activities of their program, and within the level of their signing authority as outlined in the Purchasing Policy. If the expense does not fall within the above parameters, it must be approved by the next level of reporting authority. No employee will authorize their own purchases. When expenses are incurred by a group of employees, it is the person in the most senior position present who will pay the expense and submit for reimbursement. Approved Request for Funds forms are to be submitted to accounting within 10 business days from the end of the month when the expense was incurred or before the last day of work for any employee leaving the employment of CLC.

Where appropriate documentation to support the purchase is not available, the approving person will provide the reason for the purchase and their rationale for the approving of the expense on the Request for Funds form. When approving such unsupported purchases, the approver will insure that it is fair, reasonable and appropriate.

Advance allowances may be granted to assist employees with necessary work-related purchases. Advances must be pre-approved by the Executive Director in writing and attached to the Request for Funds form

## *Meals, Accommodation, and Alcohol*

Employees attending meetings, conferences, seminars will have all meals reimbursed at a rate determined and posted from time to time, whether they are consumed enroute or at the event. Employees conducting CLC business requiring meals within Cambridge will have the cost of these meals reimbursed with the approval of their direct reporting authority and within the spending maximums posted from time to time. The following chart outlines allowable and not allowable common meals and entertainment expenses:

Allowed	Not Allowed
Board Meetings	Staff Christmas Lunches/Meals
Volunteer Appreciation	Staff Meetings
Open Houses	Staff Parties (Christmas Dinner)
Meetings which include persons from outside of agency	Retirement Parties
	Flowers

Participant Christmas Party	
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Accommodations and event registrations require the pre-approval of the direct reporting authority and, will be attached, along with original receipts, to the Request for Funds submitted for reimbursement or charged to a CLC credit card.

The purchase of alcoholic beverages must be pre-approved by the Executive Director. Such pre-approved purchases are permitted only when undertaken during a hospitality event where parties outside of CLC are hosted in order to perform business related to CLC directly and where a clear case exists for the need for such purchases. The pre-approval will be in writing and will be attached for the Request for Funds or credit card statement. No other reimbursement or approval of credit card charges will be made for alcoholic beverages.

**Travel**

Expenses for travel outside of Ontario must be pre-approved by the Executive Director. Such approval will include the business case for such travel and types of expenses claimable, including vehicle mileage or other forms of transportation, accommodation, meals, etc. The approval for travel will be done after consideration of the most economical yet effective means available. The pre-approval must be attached to the Request for Funds form.

Travel within Ontario must conform to the guidelines listed under Submissions and Approvals above.

Employees may be required to use their personal vehicles for conducting business on behalf of CLC. It is required that the vehicle be in a safe operating condition, in compliance with any legislation, and that the employee has a minimum of \$1 million in liability insurance coverage. A verification form of such coverage is required to be submitted to Human Resources, who also must be immediately notified of any changes to the employee's insurance or driving record. It is the employee's responsibility to inform their insurance carrier of the use of their vehicle for work. CLC does not cover costs incurred in accidents, repairs, traffic or parking violations, or maintenance of personal vehicles used on CLC business. Where damage is caused by a program participant, CLC will discuss with the employee the options available to address the expense incurred to rectify the damage.

Mileage will be paid for all approved driving of personal vehicles undertaken of behalf of CLC and at a rate per kilometer posted from time to time. Requests for reimbursement of mileage will be done as with other expenses as outlined above under Submissions and Approvals

**Consultants and Contractors**

Expenses incurred by consultants and contractors while on CLC businesses are not reimbursable. Such expenses may be negotiated as part of a contract with the consultant or contractor at a rate set out in such a contract and will be paid on an invoice processed through the procurement process.