
	POLICIES & PROCEDURES MANUAL
SECTION 5 – FINANCE & ADMINISTRATION POLICY #F&A-15	SUBJECT: Travel & Meal Expense Claims
APPROVED:  <hr/> Executive Director	DATE APPROVED: August 2016 DATE REVISED: December 3, 2020

POLICY STATEMENT

The purpose of this policy is to provide guidance to employees, volunteers, and the Board of Directors for all expenditures in keeping with the “*Broader Public Sector Expense Directives*”.

PROCEDURE

1. Alternatives to travel, such as meeting participation via videoconference or teleconference should be explored as an alternative to travel, as appropriate.
2. Supervisors & Directors are responsible for approving all travel and meal expenses. Travel and meal expenses will only be reimbursed so long as they are:
 - ❖ properly authorized (includes preauthorization);
 - ❖ employees will provide original receipts for all expense request for expense reimbursement by the end of the next pay period.
 - ❖ employees may request an appropriate advance of funds if they are away on agency business for more than one (1) day.
 - ❖ in nature given budget availability and in keeping with the scope of provisions as outlined in this policy and the current Collective Agreement.
 - ❖ supervisors & Directors are responsible for ensuring that all claims are mathematically correct, reasonable, and in accordance with this policy.
 - ❖ employees may not approve their own expenses. Claims may be submitted weekly but must be submitted by the end of the month for the month.
 - ❖ parking tickets, traffic violations and other fines or expenses resulting from unlawful conduct is the sole responsibility of the employee to pay and will not be reimbursed by Community Living Prince Edward.

3. **Accommodations and Lodging:** Employees shall book reasonably secure and comfortable accommodations of a standard quality hotel/motel within reasonable proximity to the event or business meeting. Employees are responsible for room damage charges as these will not be reimbursed by Community Living Prince Edward.
4. **Transportation:** Transportation expenses will be reimbursed within limits. The mode of transportation used for all travel should be the least expensive, recognizing other limiting factors such as time constraints and potential accommodation costs.

Ground Vehicle Transportation (Mileage): When travelling by car, employees must investigate all options including car rental, carpooling, company car and use the most cost-effective method. Employees, who use private automobiles for long distance travel, must receive prior approval from their Supervisor and obtain their own vehicle insurance coverage. Rental of an automobile requires the prior approval of the Supervisor. Parking fees, highway tolls, shuttle bus fares, taxis and subway fares will be reimbursed for business-related travel.

Mileage will be reimbursed for use of a private vehicles as per the current Collective Agreement. Mileage claims are to be calculated from the employee's typical work location to the business, home visit, school, center, etc. and based on return to the work location if applicable. Employees can discuss any unique situations they have with their Supervisor regarding travel i.e. leaving from your home to go to a meeting in Belleville when you live in Belleville. Mileage claims that cross over fiscal years will not be reimbursed, will be submitted monthly and pre-approved by the Supervisor or Director prior to payment.

5. **Meals:** Where possible, people should partake of meals provided as part of a meeting or conference. Rates include applicable taxes and gratuities. No alcohol expenses may be claimed or reimbursed on a travel or meal expense claim. Original itemized receipts are required for all meal expenses based on the current Collective Agreement.
6. **Miscellaneous Expense:** Long-distance telephone calls to the office or to persons involved with the business-related travel will be fully reimbursed. Personal long-distance calls will not be reimbursed.
7. **Employee Fees & Admissions:** Either CLPE, or the person receiving service, will reimburse employees for costs associated with a pay-for-participation function. Pre-approval from the Supervisor is required. Refreshments and souvenirs are the employee's responsibility. In some instances, an "Access Card" may be an option to pay for the employees' admission.

Posting

This travel and meal expense policy is posted on Community Living Prince Edward's Website.

It is an expectation of all employees to adhere to this policy. Any violation of the policy may be grounds for disciplinary action up to and including termination of employment.