

Procedures Approved by Executive Director:	Policy Number: ADP 3.2 Procedures Approved by the Board of Directors
Date: March 7 2021	Date: March 7 2021
Revision Date:	Review Date: February 20, 2024

Travel, Meals & Hospitality

Policy Statement

Following the guidelines of the Ministry of Children, Community and Social Services BPS Expense, Community Living Dufferin (CLD) ensures expenses or travel, meal and hospitality will be reimbursed if they are work related, modest and appropriate and strike a balance among Health and Safety, efficiency of operations, and economy.

Procedures

Expense Reimbursement Approval Rules

1. Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for: recreational purposes; personal items; traffic and parking violations; social events that do not constitute hospitality; and alcoholic drinks. Any overpayments must be reimbursed to the agency.
2. Approvers are prohibited from approving their own expenses, and expenses for a group can only be claimed by the most senior person present. Expenses cannot be claimed by an individual that are incurred by his/her approver (e.g., a director who reports to the Executive Director cannot submit a claim that includes the cost of the Executive Director’s lunch even if they were at the same event, with the result that the Executive Director would thereby approve his/her own expenses).
3. Approvers are required to:
 - provide approval only for expenses that were necessarily incurred in the performance of association business and follow the established expense policies;
 - provide approval only for claims that include all appropriate documentation.
4. To ensure good record-keeping, a Cheque Requisition Form (ADPF 3.2) must be submitted to the Finance Department for any reimbursement claims. Receipts must be attached to the form for all claims. Receipts are defined must be itemized, must have been issued by the supplier of goods or services and must include details of the items purchased and the tax detail.
5. All claims must be submitted on a timely basis.

Mileage Expenses

CLD offers employees compensation for authorized travel expenses, subject to applicable reporting, approvals and efficiency requirements. Where employees are using their own or an Association vehicle for

work-related travel, additional stipulations to ensure their eligibility to drive and insurability shall be required.

Documentation

Any employee or volunteer who is required to drive on Association business must provide a valid Ontario Driver's license to the Association at the time of hire.

Any employee or volunteer who is required to use their own vehicle on Association business must also provide confirmation of automobile insurance coverage including confirmation of a minimum one million dollars (\$1,000,000.00) third party liability.

Driver's License

Any employee or volunteer who drives their own or an Association vehicle on Association business, and whose license is suspended or revoked, must so notify the Association through their direct Area Administrator and their driving responsibilities will be adjusted accordingly. Depending on the conditions of employment, the loss of a driver's license may be grounds for dismissal.

Administration

Original receipts (not photocopies) must be submitted with all claims.

- Area Administrators must ensure that appropriate record retention arrangements are in place for claims documentation
- Overpayments, namely amounts reimbursed or paid in error that are not in accordance with this policy shall be recovered from the claimant.
- All claims shall be submitted on a monthly basis.
- Area Administrators approving claims for reimbursement are responsible for adhering to the provisions of this policy
- A written explanation must accompany a claim where an Area Administrator chooses to exercise discretionary consideration on reimbursement. (i.e. Reimbursement for business related hospitality)

Authorization

- The Area Administrator shall receive and approve all travel claims from their respective employees. No employee shall claim for travel expenses, if traveling outside of Dufferin County, without having received authorization from their Area Administrator/On Call Manager. Travel outside of Ontario or Canada must have approval of the Executive Director
- The Board President or board member(s) authorized by the Board President will approve the reimbursement of expenses for the Executive Director

Distance Rates

- Employees and volunteers may claim \$0.49 (forty-nine cents) per kilometer based on the odometer reading, for authorized travel using their own vehicle.
- Daily trip logs will be maintained to ensure tracking of business use of service provider vehicles.

- Directors may not claim for distances driven in town but may claim for out-of-town travel.

Travel

Consideration must be given to keeping costs within reasonable limits when making travel plans. Employees and volunteers are required to use judgment to balance economy of cost with other practical considerations when traveling.

- Unless otherwise approved by appropriate authorities, the most practical and economical mode of transportation (and accommodation), appropriate to each situation, shall be selected.
- Travel costs for travel by taxi, train, bus, plane or any other means shall be reimbursed based on receipts.
- Prior approval by the appropriate authority is required for all business travel:

Documentation for Travel Outside of Ontario will require detailed information as to:

- The purpose of the trip and its validity
- The most appropriate method of travel and accommodations, keeping in mind both operational efficiency and cost effectiveness
- Detailed itemization of anticipated expenses

Travel Claims

Travel claims shall be prepared monthly by the employee or volunteer and shall be submitted to their respective supervisor by the 5th calendar day of the next month. Approved claims will then be forwarded by the supervisor to the finance department by the 10th calendar day of the month

Travel Advance

Anyone required to travel for an extended period or where travel costs may pose a financial difficulty, may request a travel advance from their immediate Area Administrator. This should be done at least one week prior to their departure.

Meals

When traveling for part of a day over the meal period, meal expenses reimbursement claims shall be validated by the appropriate authority based on receipts, up to the maximum allowance for each meal including applicable taxes.

Breakfast: \$10.00

Lunch: \$15.00

Dinner: \$20.00

- When traveling for more than a day, a total daily allowance of \$45.00 may be used instead of the maximum per meal.

- Meals that must be purchased as part of attendance at a conference and that exceed limit, must be approved by the direct Area Administrator prior to attendance at the conference.
- Meals purchased while supporting persons to access community activities are subject to policies covering support services (Employee Meals APD 1.4p).
- (Original) itemized receipts must be provided when submitting actual meal expenses for reimbursement.
- When the meal rate is exceeded, a written detailed explanation must accompany the claim.
- Alcoholic beverages are not to be included in a claim submission

Parking

Parking shall be reimbursed based on receipts. Meter parking will be reimbursed based on written receipts prepared by the claimant. Traffic and/or parking violations will not be reimbursed

Accommodation

- Reimbursements will be made for single accommodation in a standard room only.
- Accommodation shall be reimbursed based on receipts.

Long Distance

Long distance calls required for Association business while traveling shall be reimbursed based on receipts. One personal long distance phone call to one's home, may be claimed while traveling for more than one day on Association business, based on receipts, up to a daily maximum of \$5.00.

Invalid Claims

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

- entertainment costs not associated with hospitality
 - Social events that do not constitute hospitality
 - Alcoholic drinks, unless part of hospitality
- personal long distance other than those allowed to one's personal residence
- Recreational purposes
- Personal items or services such as dry cleaning

Hospitality Expenses

Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at public expense to persons who are not engaged in work for CLD or any of the Ontario government ministries, agencies and public entities covered by the Ontario Public Sector Travel, Meal and Hospitality Expenses Directive.

The conditions under which hospitality will be extended on behalf of the service provider are as follows:

- Engaging representatives of other governments, the broader of public sector, industry, public interest groups or unions in discussions on official matters;
- Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of CLD;
- Sponsoring formal conferences for representatives of other governments or for business or labour groups;
- Honoring distinguished persons in recognition of exceptional public service;
- Conducting prestigious ceremonies that are attended by heads of government, distinguished persons private from the sector, or both; and
- Exceptions to the above must have prior approval of the Executive Director

Hospitality should be extended on an economical, consistent, and appropriate way when it will facilitate agency business or is considered desirable as a matter of courtesy.

Hospitality expenditures should minimize costs but be consistent with the status of the guest(s), the number of persons attending, and the business purpose to be achieved.

Expenses for Consultants and Other Contractors

For consultants and contractors contracted by CLD, travel and accommodation are allowable expenses only when there is a provision for them in the contract. In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors. They cannot be provided for in the contract and cannot be claimed or reimbursed by the agency. Hospitality, incidentals and food expenses include expenses relating to meals, snacks and beverages, gratuities, laundry or dry cleaning, valet services, dependent care, home management, or personal telephone calls.

Forms For Use with These Procedures

ADPF 1.5b Travel Compensation Form

ADPF 1.5c Extended Travel Compensation Form

ADPF 3.2 Cheque Requisition Form

Reference Material

[Broader Public Sector Expenses Directive 2020](#)

Additional Review Dates

None