



Travel and Meals Expenses

Issued By: Leadership Team
Approved By: Christine Vallis-Page, CEO

Effective Date: June 11, 2024
Next Review Date: June 11, 2026

1 POLICY

- 1.01 The organization reserves the right to refuse, in whole or in part, reimbursement of expenses.
- 1.02 Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.
- 1.03 Should any individual fail to adhere to the expense rules, the following will occur:
 - The manager will upon notification of failure to adhere take appropriate corrective action
 - If necessary, a written notification from Finance will be issued to the employee and their manager and/or appropriate management levels
 - The employees Agency credit card may be zero balanced and suspended, and their authorization to travel will be reviewed
 - The employee may be subject to disciplinary action.
- 1.04 Good record-keeping practices must be maintained in Finance for verification and audit purposes. Finance is required to review and request additional information for any expense submitted, where appropriate documentation does not appear reasonable, etc.
- 1.05 Claims submitted to Finance without appropriate documentation will be returned to the approver. Electronic approval is considered written approval for the purpose of this policy if the approver has sufficient information to make an informed decision.

2 PURPOSE

- 2.01 To set out rules and principles for the reimbursement of travel, meals, and other expenses to ensure fair and reasonable practices.
- 2.02 Provide a framework of accountability and transparency to guide the effective oversight of public funds in the reimbursement of expenses that support organization objectives.
- 2.03 Ensure that E3 complies with the Broader Public Sector Expenses Directive.



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3 SCOPE

3.01 The expense rules apply to any individual in the organization making an expense claim, including but not limited to the following:

- Employees
- Volunteers
- Members of the Board
- Students
- Consultants and contractors engaged by the organization, providing consulting or other services.

In addition, every funding agreement between the organization and a ministry or agency of the Government of Ontario or any other funding agency is deemed to include the requirement of this Directive. This Directive prevails over any relevant terms of an agreement if there is any conflict or inconsistency between them.

4 DEFINITIONS

N/A

5 RESPONSIBILITY

5.01 Directors / Managers

Directors / Managers are responsible for:

- a) The directors / managers' responsibility within E3 Community Services is to ensure that all employees are aware of the principles of this policy and timely approval of all expenses covered in this policy.

5.02 Employees

Employees are responsible for:

- a) Employees, students, and volunteers have the responsibility for proper and timely submission of expenses and receipts.



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6 REFERENCES AND RELATED DOCUMENTS

6.01 Form: Quick Part through Outlook

7 PROCEDURE

7.01 Reimbursement Rates

- Individuals are to use the actual kilometres travelled when calculating kilometre distances and clearly document the starting point, destination, and purpose of the trip.
- The rate of reimbursement for employees, board members, students and volunteers is \$0.54 per kilometre.

7.02 When claiming reimbursement, the following guidelines must be adhered to:

- Each day must be reported separately Reporting mileage, the date of travel, and the start and end points (full civic address), purpose, person supported/case name (if applicable) and distance travelled must be clearly indicated.
- In the event an employee travels directly to a non-office destination from home, mileage will be reimbursed only for the excess mileage incurred over the normal travel distance to work.
- Mileage reports are to be submitted to the finance department no later than one week following the month end and must have manager approval.

7.03 Parking and Tolls

- Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls from bridges, ferries, and highways, when driving on Agency business.
- Traffic and Parking violations will not be reimbursed.



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7.04 Other Travel

Expenses Accommodation

- There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling. No reimbursement will occur for personal expenses such as movie or game rentals, bar services, spa services etc.
- Reimbursement will be made for single accommodation in a standard room.
- For extended stays at a single location, accommodation must be arranged with prior approval. This will take advantage of lower weekly or monthly rates.
- Penalties incurred from non-cancellation of guaranteed hotel reservations where the cancellation was due to employee action and not a requirement of the organization are the individual's responsibility.

Meals

- Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.
- Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on organization business and you:
 - are away from the office area (i.e., at least 24 km) over a normal meal period
 - have prior approval for the expense with the purpose of the meeting documented (e.g., a business meeting within the office area that must occur over lunch or dinner)
 - while supporting people when they participate in various aspects of their community.
- Original, itemized receipts are required, and reimbursement must not exceed the actual amount spent or the meal rates.
- Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences
- Meal Rates Reimbursement for meal expenses will be subject to organization meal allowance amounts. These rates include taxes and gratuities.
 - Breakfast: \$10.00
 - Lunch: \$18.00
 - Dinner: \$25.00



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- The rates are not an allowance.
- The individual must be on travel status over the meal period and submit an itemized receipt to submit a claim for reimbursement.
- When an individual is on travel status over more than one meal period in any one day, they may allocate the combined maximum rates. For example, if they begin travelling prior to lunch for the remainder of the day, the combined lunch and dinner rate is applicable, and this now becomes the maximum rate for that specific day regardless of what is spent on each meal or if both lunch and dinner are eaten. The claimant is responsible for providing sufficient and appropriate documentation when this situation occurs.
- For all occurrences where there are meals paid for others on the expense claim, the claimant is to clearly indicate on their itemized receipt or expense claim who they had the meal with and the circumstances surrounding the meal.

8. Attachments

- Quick parts table

Statement of Travel Expense

Email chain demonstrates authorization.

To calculate:

Regular Keyboard – CTRL+A, F9

Laptop Keyboard – CTRL+A,Fn+F9

Employee Number:				
Employee Name:				
Program:				
Month/Year:				
Details <i>Note: Where there are receipts to be submitted please scan and attach to this email OR print this email, attach the receipts, and deliver to Accounting.</i>				
DATE	From/To/Reason	km	Meals	Other

	km	0		
	Rate per km	0.54		
Totals:		\$ 0.00	\$ 0.00	\$ 0.00
Grant Total:				\$0.00