

## **Expense Reimbursement**

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**Purpose** *To outline the process for reimbursement for employees related to travel, accommodations, meals and miscellaneous expenses.*

**Policy Statement** **Travel**  
*In work areas where there is a funding agreement specifying employee travel cost reimbursements, employees of those areas will be reimbursed at the rates specified within the agreements.*

*In work areas where there is no specific funding agreement for travel reimbursement, employees will be reimbursed for approved work related travel at a rate of up to .47 cents per kilometer.*

**Accommodations**

*In circumstances where employees are required to travel out of town for training/staff development/conferences and incur expenses for accommodations, these expenses are subject to pre-approval for reimbursement by the Executive Director/Designate.*

*In circumstances where employees are required to accompany clients and incur accommodation costs, these expenses are subject to pre-approval by the area Coordinator in conjunction with client budgets/trustees/Individual Service Agreements.*

**Meals**

*In circumstances where employees are required to travel out of town for training/staff development/conferences or ASC related business, employees may be reimbursed at the following rates: up to \$10.00 for Breakfast, up to \$11.00 for Lunch and up to \$20.00 for Dinner.*

*In circumstances where employees are required to accompany clients and incur meal costs that will be charged back to the client, employees may be reimbursed at the following rates: up to \$10.00 for Breakfast, up to \$11.00 for Lunch and up to \$15.00 for Dinner.*

*Under no circumstances will ASC reimburse employees for alcoholic beverages.*

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**Miscellaneous Expenses**

*In circumstances where employees are required to purchase work related materials, supplies or incur costs, these expenses are subject to pre-approval for reimbursement by the Executive Director/Designate.*

*Receipts for any claimed expense must be provided.*

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### **Travel**

Work related travel for reimbursement is determined within the work/contract area and will be subject to approval by the Area Supervisor. Where fees are charged back to client's this must be in accordance with established budgets/applicable Individual Service Agreements.

1. All travel must be recorded on the Expense Reimbursement - Travel and Related Expenses form, with each trip being recorded separately.
2. Employees record the date, the destination, the client transported (if applicable), the total kilometers traveled in the trip and the total kilometers being claimed for expense reimbursement.
3. Should the employee wish to make a donation of mileage reimbursement, the employee can indicate the donation on the form. (Note\* donation of travel and related expenses are indicated on employee T-4's).
4. Completed forms must be reviewed by and approved for expense reimbursement by the applicable area Supervisor.
5. In areas where multiple expense sheets are used and/or expense is charged back to clients, the Travel Expense Summary may be used by an area Supervisor.
6. Travel and related expenses are generally submitted once per month, in conjunction with the payroll schedule.
7. Travel expense reimbursement is issued with the employee's pay and indicated on the pay stub.

### **Accommodation**

1. Expenses related to out of town accommodation for staff development/training/conferences must be indicated on the External Agency Registration form.
2. To claim for reimbursement, employees must complete the Miscellaneous Expense Reimbursement form and attach receipts.
3. Completed forms must be reviewed by and approved for expense reimbursement by the applicable area Supervisor(s) and forwarded to the Executive Director/Designate for allocation of expense.

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**Meals**

Costs for meal expense related to staff development/training/conferences must be indicated on the External Agency Training Registration form. Where meal costs are charged back to clients that are being accompanied by employees, this must be in accordance with established budgets/applicable Individual Service Agreements.

1. Employees making a claim for a meal expense must complete the Expense Reimbursement – Travel and Related Expenses form or if directed, on the Miscellaneous Expense form.
2. Meal expenses will only be reimbursed to the maximum allowable amounts for the applicable meal time and circumstance (see policy).
3. In the event that the meal cost is lower than the allowable amount, the actual meal cost as per the receipt will be the amount that is reimbursed.
4. Should the employee wish to make a donation of meal reimbursement, the employee can indicate the donation on the form. The total of the claimed and donated portions cannot exceed the maximum allowable amount.
5. Receipts must be attached that support the claim amount.
6. Completed forms must be reviewed by and approved for expense reimbursement by the applicable area Supervisor(s). Miscellaneous expense forms must also be forwarded on to the Executive Director/Designate for allocation of expense.

**Miscellaneous Expenses**

Only those miscellaneous expenses that were approved for purchase or payment will be reimbursed.

1. To receive reimbursement for approved purchases or payments, employees must complete the Expense Reimbursement – Miscellaneous Claims form.
2. Receipts must be attached supporting the claim for reimbursement.
3. The completed forms are submitted through the applicable area Supervisor(s) that are able to authorize the expense.
4. Once authorized, the forms must be forwarded through to the Executive Director/Designate for allocation of expense.
5. Reimbursement does not need to correspond with a payroll, and is completed through issuing a manual cheque.

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