
APPROVED BY:



Executive Director
Finance

CATEGORY:

TOPIC: Travel, Meals and Hospitality

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Following the guidelines of the Ministry of Community and Social Services BPS Expense, CLTB adopts the following as policy:

POLICY

1. Expenses for travel, meal and hospitality will be reimbursed if they are work-related, modest and appropriate and strike a balance among economy, health & safety, and efficiency of operations.
2. 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, unless part of hospitality. Any overpayments must be reimbursed to the agency.
3. 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., an executive who reports to the Executive Director cannot submit a claim that includes the cost of the Executive Director lunch even if they were at the same event, with the result that the Executive Director would thereby approve his/her own expenses).

Approvers are required to:

- provide approval only for expenses that were necessarily incurred in the performance of organization business and follow the establish expense polices;
 - provide approval only for claims that include all appropriate documentation
4. To ensure good record-keeping, the "Employee/Volunteer Reimbursement" form must be submitted to make a claim. Original receipts (not photocopies) must be attached to the form for all claims. Original receipts are defined as the original, itemized receipts from supplier of goods or services such as taxi fares, meals, hotel accommodations, etc. showing details of the items purchased and the tax detail. Credit/Debit card receipts will not constitute an original receipt but must be included in the case of an added gratuity when a credit/debit card was the method of payment. If the information above is not available or is not possible, submit a written explanation with the claim to provide the

approver with adequate information for decision-making. No receipts are required whatsoever, for flat rate meal allowance per diems.

5. All claims must be submitted on a timely basis within 2 weeks of the date of travel. If leaving the employment of the agency, claims must be submitted prior to the termination date.
6. All travel claims must receive prior approval of the direct supervisor of the individual doing the traveling, unless the total travel costs exceed the supervisor's purchasing limit in which case approvals must be provided based on the limits defined in the purchasing policy. The Board President, or his/her designate, will approve the reimbursement of expenses for the Executive Director. Employees/Volunteers cannot approve their own claims or visas and it is their responsibility to code and get the form signed by their supervisor prior to submitting it to accounting.
7. Where the person approving expense reimbursement as outlined in this policy decides to exercise discretion in making an exception, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim. Principles to guide exceptions to the rules: Trust—use discretion and latitude for persons and supervisors to act in a fair and reasonable manner; Flexibility—management decisions respect the duty to accommodate, respond to persons' needs and interests, and consider unforeseen circumstances; Stewardship—ensure consistent, fair and equitable application of the Standards giving consideration to all circumstances, while maintaining the shared responsibility for wise and prudent use of public resources.

Mileage Expense Reimbursement

Employees of Community Living Thunder Bay may be required to use personal vehicles for Association business. It is the policy of CLTB to reimburse employees for such mileage if it has been appropriately documented with proper authorization.

Travel Reimbursements – out of town meetings, conferences, workshops

It is the policy of Community Living Thunder Bay to compensate staff for travel expenses incurred in the conduct of authorized CLTB business away from Thunder Bay. This will include travel to conferences, workshops and meetings.

Authorized CLTB business refers to required assignments, conferences, meetings, and training which requires travel outside Thunder Bay and are properly authorized in writing prior to attending such events. Approval shall be attached to all invoices, reimbursement claims and credit cards travel expenses.

Hospitality Reimbursements

Hospitality Expenses are defined by the Ministry of Community and Social Services as the provision of food, beverages, accommodation, transportation or other amenities at public expense of persons who are not engaged in work for BPS and CLTB. All Hospitality expenses must have prior approval of the Executive Director or his designate.

PROCEDURE

Mileage and Parking Reimbursements

Mileage and Parking Forms are to be submitted to the immediate supervisor for approval on the first working day following the end of the month. Supervisors will submit the Mileage and Parking Form to Accounts Payable no later than the 5th of the month. Electronic Funds transfer will be issued on the 15th of each month.

Each trip shall be recorded separately, rather than submitting a total mileage for the day. Mileage should be noted in kilometres and the total mileage also calculated in kilometres. Kilometrage reimbursement rates are outlined in the Collective Agreement and the Non-Union Employee's Handbook.

Mileage shall commence from the work location where a person begins a shift and from the work location after meal breaks. Mileage will not be paid for employee's unpaid lunch breaks or for travel to and from the employee's residence.

Supervisors shall review schedules to discourage unnecessary travel and duplicate trips. Employees should only transport individuals supported by CLTB when no alternate forms of transportation are available.

When claiming for parking charges, a receipt must be submitted with the claim or if a receipt is unable to be provided, the location and date of expenditure should be noted.

Other Reimbursement

An Employee/Volunteer Expense Reimbursement Report Form (reimbursement form) must be used for all reimbursement requests. Receipts for every expense must be attached to the form and the form must be signed by the supervisor of the person being reimbursed (unless otherwise stated below). This form must also be used for other reimbursement requests for CLTB purchases made locally using personal funds.

Travel reimbursements – out of town meetings, conferences, workshops

A Reimbursement Form must be completed for reimbursement requests of any trips out of town. Reimbursement Form must be completed and submitted to their supervisor for approval prior to submission to the Finance department for reimbursement.

Travel within Ontario can be pre-approved in writing by the direct supervisor. **Travel within North America must be pre-approved in writing by senior team member, and all other travel pre-approved in writing by the Executive Director**, or in the case of travel by the Executive Director, approved by the Board President or his/her designate.

For travel to areas outside the Thunder Bay area, the most cost-effective method of travel must be chosen, while balancing efficiency in operations.

Meals

Meal Allowances

The BPS expense directive allow meal allowances (where meal expenses are reimbursed at established flat rates without receipts). CLTB also approves this policy as it provides for consistency, flexibility and efficiency for staff and volunteers traveling on business.

Breakfast	\$15.00
Lunch	\$15.00
Supper	<u>\$25.00</u>
Total Per Diem	<u>\$55.00</u>

The per diems allowance claims can be requested before or after travel but must have written travel approval (see attached form). No allowances will be allowed for meals supplied during travel, or part of workshops, conferences, or meetings.

When allowances are not claimed by employees on approved travel, the employee may make claim for meal reimbursement (or expense on their company credit card) but only up to the established maximum allowance rate above, unless accompanied by a written explanation with sufficient detail when the per diem rate is exceeded. Meal costs must not include alcoholic beverages.

The cost of a meal incurred by the support staff who is directly supporting an individual at a special event, (ie Individual's birthday celebration) will be reimbursed to the maximum limits above only if pre-approved by the supervisor.

Alcoholic Beverages

There are circumstances when alcoholic beverages may be required for donor/customer entertainment, fund raising activities or social events. Written approval of the executive director is required for the reimbursement of alcoholic beverages and only when it is "hospitality". Alcoholic beverages must not be charged to ministry-funded programs.

Accommodations

Hotel accommodations shall be reimbursed with submission of receipt. The most practical and economical accommodation will be chosen in each circumstance, unless an exception is granted by the appropriate authority. Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge services.

Gifts in Lieu—when an employee travelling on agency business has an opportunity to lodge with a friend or relative, and in doing so will reduce the overall cost to the agency, a gift in lieu for the host may be purchased at agency expense. Gifts are expected to be symbolic in nature and no more than \$35.00/night in cost. Receipts must be submitted to claim this expense.

Airfare

When air travel is the most efficient method of transportation, airfare is generally charged directly to CLTB through the corporate account with travel agencies or corporate credit cards. Airfare paid by employees will be reimbursed with the submission of appropriate receipts.

The boarding pass for each flight must be submitted with the expense report for the airfare expense to be covered by the association whether paid directly or reimbursed to the employee.

Ground transportation (taxi/vehicle rental/personal vehicle)

Ground transportation required during a trip will be reimbursed with the submission of an original receipt. The most cost-effective available method of transportation must be chosen (ie. taxi, personal vehicle, rental vehicle). If a personal vehicle is used, mileage will be paid following the procedures for Monthly Mileage & Parking Reimbursements above. Only transportation to and from work functions will be reimbursed. The location chosen for meals, if not available in the attending hotel, should be the closest reasonable location to keep transportation costs at a minimum.

Registration Fee

It is the usual practice of CLTB to pay for the registration fees in advance. Should additional fees be incurred by the employee, he/she may submit a request for reimbursement accompanied by a receipt from the conference facilitator.

Long Distance Telephone Call Reimbursement

Employees out of town on business will be reimbursed for one personal call per day. Calls should not exceed approximately 15 minutes. As an option in lieu of the above, we strongly

encourage employees to purchase a prepaid calling card, which will be reimbursed, up to \$5.00 per day. CLTB cell phone holders can use their cell phone for personal calls up to the maximum of 15 minutes per day rather than making these calls through the hotel or calling card.

Laundry Service Reimbursement

Actual and reasonable laundry expenses will be reimbursed. Receipts must be provided. This applies only after the employee has been away from home for five (5) consecutive days, or if the trip has been unexpectedly extended.

The following expenses are not eligible costs :

- Movie rentals
- In-room snacks, mini-bar expenses and room service that exceeds meal allowance
- Alcoholic drinks, unless part of hospitality
- Excessive meal and accommodation charges
- Other non-business related expenses
- Sports tickets
- Late fees or penalties
- Repairs or maintenance expenses stemming from personal use of vehicle
- Parking, speeding tickets or all other expenses related to illegal acts.
- Other expenses not pre-approved by the supervisor

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 CLTB 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:

- a. Engaging representatives of other governments, the broader public sector, industry, public interest groups or unions in discussions on official matters
- b. Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of CLTB
- c. Sponsoring formal conferences for representatives of other governments or for business or labour groups
- d. Honouring distinguished persons in recognition of exceptional public service
- e. Conducting prestigious ceremonies that are attended by heads of government, distinguished persons from the private sector, or both

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- f. Exceptions to the above must have prior approval of the Executive Director or Board of Directors

Hospitality should be extended in 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.

Hospitality expenses must be recorded with information on the circumstances giving rise to the hospitality, the form of hospitality, the cost, name and location of establishment, number of attendees listed by category (ie. guests, government, employees, etc), names of individuals entertained and their titles/company name and approvals by the appropriate authority must be documented. A Reimbursement Form is to be used for reimbursement requests, but the additional information required above must also be included on the form as well as approvals by appropriate individuals.

Token gifts of appreciation valued at up to \$30 may be extended to persons who are not attached to CLTB in exchange for pro bono services. Gifts valued above \$30 must be justified and approved by the Executive Director.

CLTB endorses staff recognition and engagement events that are designed to reinforce and promote employee engagement and morale. Staff recognition (ie. Employee Recognition events (retirement/years of service awards) and **team building** and engagement events (ie. team meetings, training) training and catering expenses must be modest, have available budget and be approved by the Executive Director or senior team member.

For consultants and contractors contracted by CLTB, travel and accommodation are allowable expenses only when there is a provision for them in the contract. Hospitality, incidentals and **food expenses are not an allowable expense for consultants and contractors**, 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.

Initial: JK

COMMUNITY LIVING THUNDER BAY

Travel Approval/meal allowance/cash advance	Cheque payable to: _____
Destination: _____	Dates of Trip: _____

code # 5510 Department # xxxxxx

Cash advance estimates:

Calculation/description	Amount per day (list amounts in Canadian Funds)	Total estimated cost of trip Canadian	Cash advance requested/or flat rate meal allowance (no receipts required)
Meals			
Rental			
Air			
Mileage			
Gas			
Hotel			
Conference fees			
Other (please specify)			
Total estimated expenses		0	0

Total Requested \$CDN

Original detailed receipts must be submitted for all expenses at the end of the trip excepting meal allowances.

Order of preference for travel expenses: Invoice charged to CLTB; CLTB credit card; Employee credit card; Cash advance

Meal allowance is \$15 breakfast/\$15 lunch/\$25 dinner and US trips convert to Canadian \$ using exchange rate on date of request

Travel Approval must be obtained with this form or email. Attach approval to all travel expenses	
Submitted by: _____	Approved by: _____
<small>Employee must have 1 form for each person traveling</small>	<small>Employee's supervisor (Senior team member outside Ontario)</small>