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Policy: EXPENSE REIMBURSEMENT: ALLOWANCE	Date Approved: September 2012
	Dates Reviewed: December 2017 February 2023
Policy Attachment(s): ■ Financial Policy & Procedure F7.20 & F7.21	

POLICY- 7.2

Community Services Coordination Network (CSCN) is committed to ensuring that the financial resources of the organization are used prudently and responsibly, as such allowable expenses will reflect our commitment to effective financial stewardship, transparency and accountability. CSCN will utilize the policy for expense reimbursement implemented by the Province of Ontario and the National Joint Council Travel Directive as guidelines for determining allowable expenses. Allowable expenses for reimbursement will include the following:

- (i) *Transportation:* The mode of transportation chosen-personal vehicle, rental vehicle, train or air- should be the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase. Travel in business class may be considered if related to the provision of reasonable accommodation (e.g., health reasons).
- (ii) *Travel: Personal Vehicle:* Individuals approved to use their personal vehicle for business use will be reimbursed at a mileage rate approved by the organization. Expense claims cannot be made for damages as a result of collision, vandalism, or theft.
- (iii) *Accommodations:* Individuals will be reimbursed for the use of the most economical accommodation available (generally a standard quality hotel room) that is convenient to the event being attended. Personal telephone calls, entertainment, laundry service, pay TV or movies and special facility charges will not be reimbursed. Standards tips and gratuities are reimbursable if documented on receipts.
- (iv) *Business Expenses:* While travelling on business, additional business expenses not otherwise covered may be reimbursed, such as computer access charges, photocopying, word processing services, facsimile transmissions, internet connections, rental and transportation of necessary office equipment, provided the charges incurred are reasonable.
- (v) *Meals:* Reasonable and appropriate meal expenses may be reimbursed when an employee is on business at least 50 km away from the office. Tax and gratuities are included in the meal rates. Reimbursement is for restaurant/prepared food only. Reimbursement for groceries as a meal expense must have prior approval and a written rationale for the expense. Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences. Meal reimbursement rates will not exceed the maximum amounts specified in this policy. Meal rates are not an allowance, they are for individual meals. When more than one meal is claimed for any day, an individual may allocate the combined maximum rates between the meals. If an individual is authorized to pay for meals of others, expense reports must include a brief explanation of the event and a list of those in attendance.

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- (vi) *Alcohol: Staff (including Board of Directors): Alcohol cannot be claimed and will not be reimbursed. Alcohol may be provided at events of Community Services Coordination Network but the cost is to be incurred by those attending the event who consume alcohol. For certain recognition events, the Board of Directors may approve limited tickets/vouchers for alcohol for beverages on a "per person basis."*
- (vii) *Hospitality:* Hospitality is the provision of food, beverage, accommodation, transportation, and other amenities at public expense to people who are not engaged in work for Community Services Coordination Network. Hospitality may be included in an economical and consistent manner to facilitate business or as a matter of courtesy or protocol. Hospitality may be extended on behalf of Community Services Coordination Network when engaging representatives in discussion of agency matters; sponsoring formal conferences; providing persons from international and national organizations and non-profit organizations with an understanding and appreciation of the developmental services sectors or Community Services Coordination Network; honouring distinguished persons from the developmental services sector in recognition of exceptional public service; conducting prestigious ceremonies that are attended by government and/or distinguished persons from the private and public sectors and conducting business with the Board of Directors of the organization. If alcoholic beverages are provided, then the approval of the Board of Directors is required. Alcohol should be provided in a responsible manner and should be served with food. Appropriate token gifts of appreciation may be offered up to the value approved by the organization.
- (viii) *Lobbyists and Other Contractors:* Lobbyists and other contractors will not be reimbursed for any hospitality, incidental or food expenses including meals, snacks and beverages; gratuities, laundry or dry cleaning, valet services, dependent care, home management and personal telephone calls.
- (ix) *Personal Expenses:* Expenses of a personal nature will not be reimbursed including but not limited to the following:
- Costs resulting from unlawful conduct;
 - Traffic and parking violations incurred while driving on business for Community Services Coordination Network;
 - Personal items not required to conduct business for Community Services Coordination Network;
 - Recreation expenses (i.e. video rentals, mini bars, entertainment); Memberships to reward programs or clubs; and
 - Social events and costs incurred due to the presence of friends or family members.

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PROCEDURES

The rate of reimbursement for allowable expenses are as follows:

Available Expense		Reimbursement Rate
Mileage		\$0.59/km
Tips / Gratuities		\$10-15%
Meals	Dinner	\$52.40
	Lunch	\$21.35
	Breakfast	\$21.10

Expense claims are processed twice per month. Employees must submit expenses using the CSCN Travel and Expense claim form and forward it along with all related receipts to their Manager for approval. In the case of lost receipts, a written explanation must accompany any expense without a receipt over \$15.00.