



**FINANCE POLICIES & PROCEDURES**

**EXPENSES ELIGIBLE FOR REIMBURSEMENT**

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<b>EFFECTIVE DATE:</b>	March 2007
<b>REVISION/REVIEW</b>	January 2021
<b>DATE APPROVED BY BOARD OF DIRECTORS:</b>	January 2021
Signed: JC Legault	

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**SCOPE:**

All employees, volunteers & students.

**RATIONALE:**

To set out rules and principles for the reimbursement of eligible expenses that ensure fair and reasonable practices.

To provide a framework of accountability that guides the effective oversight of public resources in the reimbursement of expenses.

**POLICY STATEMENT:**

All eligible expenses, travel, meals and other incidental costs are processed with proper authorization, and reimbursed in accordance with CLOC standards that support best practices and sound financial management.

**REFERENCES:**

Fraud policy  
Payment Processing policy  
Purchasing policy



*EXPENSES ELIGIBLE FOR REIMBURSEMENT - PROCEDURES*

**GENERAL GUIDELINES**

- An employee must receive approval from the immediate supervisor prior to incurring the expense that is to be reimbursed; if no prior approval was obtained, then a written explanation must be submitted with the claim;
- Expense claims are in writing on an Expense Claim Form, accompanied by receipts, and authorized by the appropriate supervisor. Following the approval, the claim is forwarded to Payroll for payment;
- An expense claim is paid only when accompanied by appropriate receipts (non-itemized credit card slips are not sufficient). If there is not an itemized receipt, a written explanation must be submitted to explain why the receipt is unavailable and a description itemizing and confirming the expenses is provided;
- No expense claim is accepted if it is more than 60 days old;
- Properly completed and authorized expense claims are paid through payroll as a non-taxable reimbursement item.

**MEALS**

The following are daily maximums when away on business (with prior approval) of the agency:

- |             |           |
|-------------|-----------|
| ▪ Breakfast | [\$15.00] |
| ▪ Lunch     | [\$20.00] |
| ▪ Dinner    | [\$30.00] |

These are maximums and include taxes and any amount for a gratuity and meals cannot be combined with another meal to increase the value. The reimbursement amount is based on actual receipts within the Broader Public Sector Act Guidelines.

**TRAVEL / MILEAGE**

*For transportation of and/or on behalf of people receiving support use a vehicle owned or leased by Community Living Oshawa/Clarington if one is available prior to using your own personal vehicle.*

If you use your personal vehicle while on CLOC business, the following apply:

- CLOC will pay the kilometric rate if you are, with approval, using your own vehicle for business purposes.
- Mileage is paid at a set rate as per the Collective Agreement.
- Travel claims must indicate a start and a finish location with distance in kilometers. Any dispute will be resolved by using the internet (i.e. MapQuest, Google Maps).
- All traffic, parking or other tickets are the responsibility of the employee
- CLOC is not responsible for reimbursing deductible amounts related to insurance coverage, physical damage or liability damages.



Community Living Oshawa/Clarington (CLOC)

- CLOC assumes no financial responsibility for personal vehicles.
- CLOC is not responsible for any damage to vehicle or contents when parked on any agency owned or operated property.
- False information and/or overstatement of kilometers is fraud (See Fraud Policy).

<b>OTHER EXPENSES</b>
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- Any other supplies, services and other expenses must be submitted as in General guidelines.

Signed: Terri Gray, Executive Director	Date: November 2020
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