

# Travel, Meal and Hospitality Expense Claim Policy



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## 1. Purpose

The purpose of this Policy is to ensure that ACCES reimburses legitimate employee expenses by:

- Establishing which expenses will be reimbursed and the requirements for claiming reimbursements
- Ensuring compliance with the **Broader Public Sector (BPS) Accountability Act, 2010 (“Act”)**

## 2. Scope

This Policy applies to all travel, meal and hospitality expenses incurred when conducting ACCES’s business.

## 3. Policy

ACCES will reimburse employees’ pre-approved expenses incurred to carry out their business responsibilities.

In cases where the funder, donor or sponsor has specified requirements that go beyond this policy, those requirements will be followed. ACCES’s Collective Agreement terms will always supersede this Policy.

Good record-keeping practices will be maintained for verification and audit purposes.

## 4. Roles & Responsibilities

### 4.1 Approvers must comply with the following:

- Ensure that the expenses they approve adhere to ACCES’s Finance and Administration Policy, Financial Risk Mitigation Safeguards, this Policy, and are supported by the appropriate documentation.
- Individual expenses incurred by the President and CEO up to \$1,500 will be reviewed internally by the Chief Operating Officer (COO) and collected to present to the Chair of the Board of Directors on a quarterly basis, or upon request. Individual expenses above \$1,500 incurred by the President and CEO must be approved by an Executive member of the Board of Directors.
- Individual expenses above \$5,000 must be approved by the President and CEO and one Executive member of the Board of Directors.

### 4.2 Claimants must:

- Exercise integrity, prudence and appropriate judgment when incurring expenses in the performance of their business duties on behalf of ACCES
- Comply with the Policy and seek clarification when required
- Agree to repay ACCES for any overpayments received in error
- Ensure that all claims are submitted to ACCES on or before their last day of work if leaving the employment of the organization
- Ensuring amounts claimed are accurate, complete and reasonable
- Include all the associated documentation below. If unavailable, claimants must submit a written explanation with the claim to provide the approver with adequate information.
  - Pre-approvals prior to incurring the expense

- Itemized original copy of receipts or supporting evidence as necessary with the claim in the Financial System (ERP)

Reimbursements should be claimed monthly. While expenses should be claimed monthly and submitted in the fiscal year incurred, managers may approve claims submitted within three months of being incurred.

Expenses for a group can only be claimed by the most senior person present.

## 5. Business Travel Expenses for Meetings or Special Events Outside an Employee's Base Office

After consulting with their supervisors, employees will be reimbursed for business travel arrangements that:

- Are the most cost and time efficient method of travel. Alternatives such as carpooling, using public transit, taxis or ride sharing apps must be considered when making travel arrangements.
- Require personal attendance away from the employee's base office and cannot be conducted remotely.
- Are business related and where the employee's attendance is required.

Travel expenses to special events hosted by ACCES or external organizations where an employee's attendance is optional will not be reimbursed.

## 6. Use of Personal Vehicle

### 6.1. Mileage Reimbursement:

Eligible mileage expenses are reimbursed at the rate \$0.50/km. This rate is intended to cover all vehicle expenses including wear and tear.

Mileage reimbursement will be based on the incremental difference between the distance travelled from the base office to the destination and the usual distance an employee travels from their residence to their base office.

### 6.2. Insurance

Employees are required to maintain sufficient insurance coverage for the use of their personal vehicles as ACCES will not be responsible for any liabilities, claims or premium expenses related to the use of personal vehicles.

### 6.3. Parking

Parking fees incurred for business travel to a destination other than employee's base office will be reimbursed if no free parking alternatives are available.

### 6.4. Exclusions

Highway tolls, parking violations, court costs or towing charges will not be reimbursed.

## **7. Public Transit**

Additional public transit fare expenses over-and-above the cost or equivalence of a trip to and from the employee's base office incurred for business travel to a destination other than employee's base office will be reimbursed based on published rates.

## **8. Meal Expenses**

Employees travelling on company-related business outside the GTA that requires an overnight stay can request reimbursement up to a total of \$50 for meals, with receipts, pre-tax and tip.

Alcoholic beverages and grocery expenses will not be reimbursed.

## **9. Tipping**

A maximum of 15% tip is allowed in addition to the total cost, inclusive of tax, for taxis and meals.

## **10. Accommodation**

Accommodation reimbursement will be based on standard room rates. Where preferred hotel accommodations for conferences are available at reduced rates, the employee should use this option. Alternatively, bed and breakfast or other lodgings that are available at reduced rates may be used.

Generally, a reimbursement for an overnight stay within range of the office is not approved although some exceptions may apply with prior approval.

A gift in an amount up to \$50 before tax will be reimbursed as a gift for a friend or family who hosts an employee as a free alternative to a hotel accommodation.

## **11. Hospitality**

Internal social events are not funded using public funding.

Hospitality is permitted for events attended by external visitors and or guests of ACCES to advance the agency's business. Examples might be the Annual General Meeting, Open Houses, Graduation events etc.

## **12. Alcoholic Beverages**

Public funds may not be used to purchase alcohol.

Events where alcohol is provided must have the pre-approval of the Board Chair or Vice Chair and/or President & CEO and must be justified. Alcohol must be Ontario-made, reasonably priced and served in a responsible manner.

## **13. Honoraria**

Appropriate token of appreciation, valued up to \$100, may be offered in exchange for services or expertise to people who are not engaged in work for ACCES and must have prior approval of the CEO or COO.

## **14. Expenses of Consultants and Contractors**

Consultants and contractors will not be reimbursed for any hospitality, travel, accommodation, incidental, food or other expenses.