

**POLICY:** Expenses

**PAGE:** 1 of 3

**SECTION:** Finance

**INITIAL IMPLEMENTATION DATE:**

**LAST REVIEW:** November 22, 2021

**PURPOSE:**

In order to ensure that proper controls are in place to protect the Community Living London's (CLL) assets, and to maintain an environment of sound business practices. To ensure that the Agency is aware of all expenditures that it is recording and to possess documentation sufficient to ensure that proper controls have been implemented and followed.

**POLICY:**

CLL will reimburse staff and volunteers for reasonable expenses incurred for approved company business, subject to the restrictions listed below.

**Approval:**

Approval is required prior to any expenses being incurred:

These include but not limited to:

Hospitality

Staff functions

Travel

- Out of Town
- Overnight
- Multiple Nights

Approval for the above expenses will be approved by the direct service manager accordingly.

For all travel out of province proposal is given to Service Manager and final approval must be given by the Executive Director/Board Chair

	Travel					
	Hospitality	Staff functions	Out of town	Overnight	Multiple Nights	Out of Province/Canada
Staff	Manager	Manager	Supervisor	Manager	Manager	Executive Director
Supervisor	Manager	Manager	Manager	Manager	Manager	Executive Director
Manager	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director	Executive Director
Executive Director					Board Chair	Board Chair

Persons in acting roles for the above positions may approve expenditures during their tenure.

**Alcohol:**

Alcohol is not a reimbursable expense, unless it is part of a fundraising event or similar member event. Advance approval must be obtained from the Executive Director or board chair (or designate)

**Hospitality:**

Defined as providing food, beverage, accommodation, transportation or other amenities to people who are not staff of CLL or the Ontario Public Service. Appropriate approval per the above chart is required before incurring expenses

**POLICY:** Expenses

**PAGE:** 2 of 3

**SECTION:** Finance

**INITIAL IMPLEMENTATION DATE:**

**LAST REVIEW:** November 22, 2021

---

**Staff functions:**

The provision of food, beverage, accommodation, transportation or other amenities to people who ARE staff of CLL or the Ontario Public Service, is not reimbursable unless specifically approved.

**Consultants and Contractors**

Only CLL staff or volunteers are eligible for expense reimbursement. Contractors must follow the Accounts Payable process.

When various levels of staff members travel together any expenses incurred will be paid for by the most senior staff member.

**Travel**

**Transportation:**

Where practical, the most economical mode of transit consistent with the needs of the trip must be used. Any travel on public carriers must be “economy class” or equivalent, where possible return tickets, reduced fares, special rates or limited tickets should be used. Staff members who arrange fares at less than economy which necessitates staying over an additional night may claim the additional accommodation and meal costs, provided the overall cost is below the economy rate on the preferred date. An employee may extend a trip for personal pleasure, but reimbursement will be limited to the lowest cost of the business portion. When more than one person is driving to an event, CLL will only reimburse a single mileage claim, unless there is a business reason for traveling separately.

**Accommodations:**

Must be in a standard room at a cost-efficient location, considering all related transportation costs and the general needs of the trip. Where reservations are guaranteed, it is the responsibility of the traveler to cancel such reservations should that become necessary.

**Car Rentals:**

Should be used when cost-efficient and practical. When possible, vehicles should be obtained from the current recommended Car Rental supplier to take advantage of our corporate rate. Our fleet insurance policy will cover all insurance needs so additional insurance should not be purchased. Compact vehicles should be utilized where practical.

**Privately Owned Vehicles:**

A private vehicle may be used when it is a practical and economical method of travel. Mileage will be paid at the rate listed in the collective agreement. Only one person per trip may claim mileage.

**Meals:**

Employees will be reimbursed for meals while out of town when traveling for periods of more than six (6) hours, except where meals are included in the transportation or event fee. Employees may claim reasonable costs, supported by receipts.

**POLICY:** Expenses

**PAGE:** 3 of 3

**SECTION:** Finance

**INITIAL IMPLEMENTATION DATE:**

**LAST REVIEW:** November 22, 2021

---

**Gratuities:**

Employees may claim for reasonable and customary gratuities. Meal gratuities may not exceed 15%.

**Guests:**

Unless specifically authorized, staff may not claim any expenses for guests of any kind.

**Ineligible Staff Expenses:**

The following expenses are not eligible for reimbursement:

- damage to luggage or personal effects
- traffic fines or parking tickets
- in-room movies at hotels
- personal long-distance telephone calls
- additional cost for family members or others
- personal expenses which are not required in connection with travel
- entertainment expenses
- air ticket redeemed from a frequent flyer program
- additional life insurance
- alcohol

**PROCEDURE**

An Employee Travel Expense Form must be submitted to Accounting within the time frame specified in the "Employee Reimbursement" policy.

All claims must be accompanied by original receipts, tickets, or invoices and approved by the individual's supervisor.

CLL reserves the right to reject unreasonable expense claims.

Please refer to the:

- [Travel Expense Form for Employees](#)