

Travel, Meals and Hospitality Policy



Date Created: 3/28/2019

Annual Review: Yes

Approval: Chief Executive Officer
Board of Directors

Applies to: All Employees and Board Members

Policy:

Following the guidelines of the Ministry of Children, Community and Social Services BPS Expense, Kenora Association for Community Living adopts the following as policy:

1. Expenses or travel, meal and hospitality will be reimbursed if they are work-related, modest and appropriate and strike a balance among Health and Safety, efficiency of operations, and economy.
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. 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 Chief Executive Officer cannot submit a claim that includes the cost of the Chief Executive Officer lunch even if they were at the same event, with the result that the Chief Executive Officer would thereby approve his/her own expenses).
4. Approvers are required to:
 - provide approval only for expenses that were necessarily incurred in the performance of organization business and follow the established expense policies;
 - provide approval only for claims that include all appropriate documentation.
5. To ensure good record-keeping, the "Expense Claim" form in Web Apps must be submitted to make a claim. Receipts must be attached to the form for all claims. Receipts are defined as must be itemized, must have been issued by the supplier of goods or services and must include details of the items purchased and the tax detail. Credit/Debit card receipts do 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 an explanation with the claim to provide the approver with adequate information for decision-making.

6. All claims must be submitted on a timely basis. If leaving the employment of the agency, claims must be submitted prior to the termination date.

Mileage Expenses

Employees of Kenora Association for Community Living may be required to use personal vehicles for Association business. It is KACL policy to reimburse employees for such mileage if it has been appropriately documented in Web Apps with proper authorization.

Travel Expenses — out of town meetings, conferences, workshops

It is the policy of Kenora Association for Community Living to compensate staff for travel expenses incurred in the conduct of authorized KACL business away from Kenora. This may include travel to conferences, workshops, meetings and training events.

Travel within Ontario can be pre-approved in writing by the direct supervisor. Travel within Canada must be pre-approved in writing by a program director, and all other travel pre-approved in writing by the Chief Executive Officer. Travel by the Chief Executive Officer outside of Canada, must be approved by the Board.

For travel to areas outside the Kenora area, the most cost-effective method of travel must be chosen, while balancing Health and Safety, efficiency in operations, and economy.

Meal expenses

Claims for meal reimbursements can only be requested after travel as they must be accompanied by receipts. Reimbursement will only be made for the amounts on receipts provided, up to the daily maximum as established by internal operating policy.

Alcoholic Beverages

KACL does not reimburse expenses for alcoholic beverages.

Accommodations

Hotel accommodations shall be reimbursed with the submission of receipts. The most practical and economical accommodation will be chosen in each circumstance, while balancing Health and Safety, efficiency in operations, and economy. Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge services.

Airfare

When air travel is the most efficient method of transportation, airfare is generally charged directly on corporate credit cards. Airfare and baggage fees paid by employees will be reimbursed with the submission of appropriate receipts.

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 (i.e. taxi, personal vehicle, rental vehicle), while balancing Health and Safety, efficiency in operations, and economy. If a personal vehicle is used, mileage will be paid following the procedures for Expense claims. Only transportation to and from work functions will be reimbursed.

Registration Fees

It is the usual practice of KACL 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.

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 KACL 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 other governments, the broader of 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 KACL;
- 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 private from the sector, or both; and
- f. Exceptions to the above must have prior approval of the Chief Executive Officer or Board of Directors.

Hospitality should be extended on 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.

Expenses for Consultants and Other Contractors

For consultants and contractors contracted by KACL, travel and accommodation are allowable expenses only when there is a provision for them in the contract. In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors. They 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.