



SECTION: Financial

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STAFF MILEAGE AND EXPENSES

POLICY

Staff using a personal vehicle traveling on behalf of the Contact Brant will be paid mileage at a rate approved annually by the Board of Directors.

Travel and other expenses for reimbursement must be:

- work-related
- modest and appropriate
- strike a balance among economy, health and safety, and efficiency of operations
- submitted with appropriate documentation.

PROCEDURE

1. All meals, accommodation and business-related purchases made by an employee must be approved by the Chief Executive Officer prior to any expenditure being made.
2. Expenses of a personal nature will not be reimbursed, including but not limited to expenses for recreational purposes, personal items including home office, traffic and parking violations, social events that do not constitute hospitality, and friends or family members that do not constitute hospitality.
 - a. Employees will reimburse Contact Brant for any personal long distance calls made using the office phones or cell phones; staff will keep track of all personal long distance calls made and submit them monthly to the Executive Assistant.
 - b. The staff assigned responsibility for Petty Cash will collect payments from staff for any personal expenses charged to the agency, such as personal long distance calls.
3. Mileage will be paid for work-related travel that is the most economical and practical way to travel, and reimbursement will be provided for necessary and reasonable expenditures on parking.
 - a. Staff will car pool when going to the same destination with other staff from Contact Brant or other organizations.
 - b. Staff traveling on behalf of agency business will track their mileage and submit it on the Expense Record form. All submissions must indicate the destination, distance and purpose of travel and any related parking costs.
 - c. Mileage will not be paid for traveling to and from work; however, if any employee is traveling directly from home to a business-related appointment, mileage will be calculated based on the lesser of the distance from home or work to the destination.

- d. Any travel outside of Brant must be pre-approved by the employee's Supervisor and will be based on the most cost-effective transportation and efficiency of operations. Travel by train is permitted when it is the most practical and economic way to travel; coach class economy fare is the standard.
 - e. Any travel outside of Ontario may be considered in exceptional circumstances for professional development if that opportunity is considered necessary and is not available within the province. A written rationale to demonstrate the proposed travel is necessary, travel arrangements are cost-effective, and projected expenses are itemized in detail.
4. When using a personal vehicle while on Contact Brant business, the following apply:
- a. Employees must have a valid driver's license and drive keeping safety in mind, including speed limits, use of seat belts, and appropriate use of cell phones.
 - b. Contact Brant assumes no financial responsibility for use of personal vehicles.
 - c. The employee must ensure the vehicle is insured at the vehicle owner's expense for personal motor vehicle liability.
 - d. The employee must ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
 - e. Contact Brant will not reimburse the costs of insurance coverage including for business use, physical damage, or liability.
 - f. Contact Brant will not be responsible for reimbursing deductible amounts related to insurance coverage.
 - g. In the event of an accident, employees will not be permitted to make a claim to Contact Brant for any resulting damages.
 - h. All accidents while on business must be reported immediately to local law enforcement authorities and the Chief Executive Officer or designate.
5. Approved work-related expenses, including but not limited to parking, meals, accommodation, and office-related purchases, will be reimbursed. Employees must submit expenses on an Expense Record form; all expenses must be accompanied by original receipts with the purpose and content of the purchase noted in writing on the receipt.
- a. Reasonable and appropriate pre-approved meal expenses when out of town on business will be reimbursed. Standards are \$15 for breakfast, \$15 for lunch, and \$40 for dinner, plus appropriate taxes and reasonable gratuities (15%), as validated on the receipt. If the meal rate is exceeded, a written explanation with sufficient detail must accompany the expense claim for consideration by the Chief Executive Officer.
 - b. Costs for alcoholic beverages will not be reimbursed.
 - c. Accommodation, when required, will be made for accommodation in a standard room; no reimbursement will be made for suites or concierge services.
 - d. While out of town on business, additional business expenses can be covered if pre-approved, such as long distance business calls, internet

connection and computer access charges, as well as reasonable and necessary personal phone calls.

6. Pre-approved hospitality expenses for functions involving professionals not employed by Contact Brant may be reimbursed for reasonable, occasional, and appropriate actual expenses. Hospitality should be extended in an economical, consistent and appropriate way to facilitate agency business or when considered desirable as a matter of courtesy, including building relationships with service partners or business meetings required over a meal time.
 - a. Hospitality expenditures should minimize costs and be consistent with the number of guests attending, the business purpose to be achieved, and the status of the guests.
 - b. Hospitality expenses must be recorded with detail on the circumstances, the form of hospitality, costs, name and location of the establishment, names of attendees and employer.
 - c. Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for Contact Brant; gifts valued over \$30 must have prior approval from the Chief Executive Officer.
 - d. All hospitality-related purchases must be approved by the Chief Executive Officer prior to any expenditure being made.
7. Staff must submit their totalled and signed Expense Forms on a timely basis to the Executive Assistant for reimbursement accompanied by original itemized receipts. 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 must be provided.
 - a. Reimbursement will coincide with agency cheque production. Employees requiring reimbursement for large expenditures outside of the normal cheque production cycle should submit this request to the Chief Executive Officer.
 - b. Any overpayments shall be recovered from the claimant.
 - c. 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 their Supervisor.
8. The Chief Executive Officer is responsible for exercising managerial discretion judiciously by:
 - a. Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored for verification and audit purposes
 - b. Ensuring staff are aware of the requirements of this policy and taking appropriate action in the case of non-compliance
 - c. Ensuring other options for meetings are always considered before travel, including audio or video conferencing
9. All work-related expenses must be reviewed and approved by the Chief Executive Officer:
 - a. The Chief Executive Officer will initial all Expense Forms indicating approval.

- b. The Chief Executive Officer will provide approval only for expenses that were necessarily incurred in the performance of business, and for claims that include all appropriate documentation (e.g., original itemized receipts or explanatory documentation).
- 10. The Director of the Board signing cheques will review and initial the Chief Executive Officer's Expense Form to indicate approval in accordance with this policy.
- 11. Any exceptions to this policy must be guided by:
 - a. Trust using discretion and latitude for persons to act in a fair and reasonable manner
 - b. Flexibility that respects the duty to accommodate and consider unforeseen circumstances
 - c. Stewardship ensuring consistent, fair and equitable application of considerations while maintaining the responsibility for prudent use of the organization's resources.