



SECTION: Financial

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STAFF MILEAGE AND EXPENSES

POLICY

Staff using a personal vehicle traveling on behalf of 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. Appropriate expenses are those that are necessarily incurred in the performance of business and have associated original itemized receipts. 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.
 - 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 (18%), 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. C. When required, accommodation will be made for 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.

Personal Expenses

2. Expenses of a personal nature will not be reimbursed, including but not limited to expenses for recreational purposes, personal items including 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 agency-provided cell phones; staff will notify the Executive Assistant of their use of cell phones that might result in additional charges.

- 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.

Travel Costs

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 parking expenditures.
 - a. Staff will carpool when going to the same destination as other staff from Contact Brant or other organizations.
 - b. Staff will track their mileage and submit it on the Expense Record form. All submissions must indicate the destination, distance, purpose of travel, and any related parking costs.
 - c. Mileage will not be paid for travelling to and from work; however, if any employee is travelling 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 operational efficiency. Travel by train is permitted when it is the most practical and economic way to travel; coach class economy fare is the standard.
 - e. Travel outside of Ontario may be considered in exceptional circumstances for professional development if that opportunity is considered necessary and not available within the province. Expenses, including travel and hotel options, must be outlined when a request is made to the CEO.
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 safely, including following speed limits, wearing seat belts, and using cell phones appropriately.
 - b. Contact Brant assumes no financial responsibility for the use of personal vehicles.
 - c. The employee must ensure the vehicle is insured at the owner's expense for personal motor vehicle liability, which includes coverage for business use.
 - d. Contact Brant will not reimburse any costs associated with insurance coverage, including for business use, physical damage, or liability.
 - e. Contact Brant will not be responsible for reimbursing deductible amounts related to insurance coverage.
 - f. In the event of an accident, employees will not be permitted to make a claim to Contact Brant for any resulting damages.
 - g. All accidents while on business must be reported immediately to local law enforcement authorities and the employee's supervisor.

Expense Report

5. Only approved work-related expenses will be reimbursed.
 - a. Employees must complete an Expense Report form with original receipts attached, either in digital or paper format, and submit it to their manager.
 - b. Expense Report Forms must be approved by the employee's Manager. The manager should ensure that virtual options for meetings are considered before travel.
 - c. The Manager will submit the approved expense reports to the Bookkeeper for processing.
 - d. Employees must submit reimbursement requests within 60 days of incurring an expense.
 - e. Any overpayments shall be recovered from the claimant.

Hospitality

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 be reasonable for a not-for-profit agency 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 in detail, including the circumstances, the form of hospitality, costs, the name and location of the establishment, and the names of attendees and employees.
 - c. Appropriate token gifts of appreciation, valued up to \$30, may be offered in exchange for expertise to people who are not engaged in work for Contact Brant and 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.

Final Approval

7. 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. Ensure staff are aware of this policy's requirements and take appropriate action in the case of non-compliance.
 - c. Ensuring all work-related expenses are reviewed for final approval. This will include ensuring all Expense Records have been reviewed and pre-approved by the employee's manager.

8. The Director of the Board approving expense payments for the Chief Executive Officer must review the CEO's Expense Report before the payment is processed.