

<p>SECTION:</p> <p>ORGANIZATIONAL POLICY</p>	<p>SUBJECT:</p> <p>TRAVEL, MEAL, ACCOMMODATIONS, AND HOSPITALITY EXPENSE POLICY</p>	<p>DATE: June 7, 2012</p> <p>BOARD APPROVED: June 7/2012</p>
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1.0 PURPOSE

Brampton Caledon Community Living is committed to being accountable to taxpayers for the public funds it receives.

The purpose of this policy is to establish expense rules and guidelines for employees, board directors and consultants and contractors engaged by Brampton Caledon Community Living where expenses are reimbursed from public funds.

Expenses must be work-related, be modest and appropriate and strike a balance among economy, health and safety and efficiency of operations.

This policy will be posted on BCCL’s website and be available to the public.

2.0 PRINCIPLES

2.01 Accountability

Brampton Caledon Community Living is accountable for its use of public funds. Expenditures will be used to support our goals, mission, and vision.

2.02 Transparency

Brampton Caledon Community Living is transparent to its stakeholders.

2.03 Value for Money

Brampton Caledon Community Living will use its funds, including public funds, prudently and responsibly.

2.04 Fairness

Legitimate and authorized expenses incurred during the course of BCCL business will be reimbursed.

3.0 DOCUMENTATION and EXPENSE CLAIMS

BCCL employees and volunteers submitting claims for reimbursement must:

- Use the appropriate, authorized expense claim form(s);
- Submit original, itemized receipts with all claims in a timely fashion;
- Provide a written explanation with the claim if information is not available or lacking;
- Obtain all appropriate approvals before incurring expenses;
- Repay any overpayments;
- Certify that expenses were incurred on the business of BCCL and represent the most economical use of time and money.

4.0 APPROVING CLAIMS

- Those responsible for approving claims are prohibited from approving their own expenses;
- Expenses cannot be claimed by an individual that are incurred by his/her “approver”;
- Approvers can only approve expenses that were necessarily incurred in the performance of BCCL business and provide approval only for claims that include appropriate documentation.

4.01 Expense Approval Authority Schedule

Estimated Expense Amount	Delegated Authority Level
\$0 up to but not including \$500	Manager
\$501 up to but not including \$1000	Director
\$1,000+	Executive Director
Executive Director Expenses	President
Board Director Expenses	Executive Committee/Board of Directors

4.02 Managerial Discretion

Managerial discretion is the administrative authority to make decisions with some degree of flexibility while maintaining compliance with this policy. When a situation arises and discretion needs to be exercised, “approvers” should consider whether the request is:

- Within their delegated authority level;
- Able to stand up to scrutiny by auditors and members of the public;
- Properly explained and documented;

- Fair and equitable;
- Reasonable, relevant, and appropriate.

5.0 EXPENSES RELATED TO ALCOHOL, CONSULTANTS and CONTRACTORS, and TRAFFIC and PARKING VIOLATIONS

5.01 Alcohol

BCCL will not reimburse employees, volunteers, including board directors, for any alcohol expenses.

5.02 Consultants and Contractors

Hospitality, incidental or food expenses will not be considered for reimbursement in any contract between BCCL and a consultant or contractor. This includes, but is not limited to: meals, snacks and beverages, gratuities, laundry or dry cleaning, valet services, dependent care, home management, personal telephone calls.

5.03 Traffic and Parking Violations

Personal traffic or parking violations incurred during the course of BCCL work will not be reimbursed.

6.0 TRAVEL, MEALS, and ACCOMMODATION EXPENSES

6.01 TRAVEL

Prior approval must be received by the employee's immediate supervisor for mileage expense claims of any single roundtrip destination greater than 300 kilometres.

Travel by plane must be approved by the Executive Director.

Travel by any means outside of Ontario must be approved by the Executive Director.

Travel by the Executive Director outside of Ontario by any means must be pre-approved by the President.

Travel by a board director by any means outside of Ontario must be approved by the Executive Committee of the Board of Directors or the Board of Directors.

The type of travel selected should be the most practical and economical way to travel and align with the principles of this policy.

Economy (coach) class is the standard option, unless there are special circumstances to be considered.

6.02 ACCOMMODATIONS

Prior approval must be received by the employee's immediate supervisor and/or the appropriate authority level for reimbursement of accommodations.

A standard room is the standard option for accommodations.

Employees and board directors will be reimbursed for reasonable gratuities for porter and hotel room services and restaurant meals.

Examples of reasonable amounts for gratuities include:

10% - 15% on a restaurant meal
\$2 per day for hotel housekeeping
\$2 per bag for a porter

6.03 MEALS

Reasonable and appropriate meal expenses may be reimbursed when you are away on business, have prior approval for the expense, and/or you are on an extended outing with individuals supported by Brampton Caledon Community Living.

The following rates, which include gratuities and taxes, are to be observed for meal expenses.

Breakfast: up to \$10.00
Lunch: up to \$ 15.00 **OR** up to \$50 per day
Dinner: up to \$25.00

These rates are not an allowance. They are for individual meals—you must have eaten the meal to be able to submit a claim for reimbursement.

7.0 HOSPITALITY

Hospitality is the provision of food, beverage, and other amenities at public expense to people who are not employed by or who are not volunteers with Brampton Caledon Community Living. It does not include events such as showers, retirement or birthday parties.

Hospitality may be extended in an economical manner when it can facilitate the work of Brampton Caledon Community Living and is considered desirable as a matter of courtesy or protocol. Alcohol will not be served nor will be reimbursed at hospitality events.

Hospitality events must be pre-approved and authorized by the Executive Director. All expenses must be documented and include original receipts. Information on the circumstances giving rise to the hospitality, the form of the hospitality, the cost, name and location of the establishment, number of attendees, and names of individuals entertained and their titles/company name and approval by the appropriate authority must be documented.

ACKNOWLEDGEMENT OF RECEIPT OF – EXPENSE POLICY

I, _____ acknowledge I have read, understand and agree to follow the Expense Policy as outlined above

Signature/ Employee

Signature/ Manager

Date