

SECTION: ORGANIZATIONAL	SUBJECT: EXPENSE POLICY	REVISED DATE: FEBRUARY 2025 ORIGINAL DATE: JUNE 2012
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PURPOSE

The purpose of this policy is to establish clear and reasonable guidelines for covering expenses incurred by Brampton Caledon Community Living (BCCL) workers while conducting official business or attending pre-approved work-related events. This policy ensures that the use of public funds for expense coverage is consistent, transparent, and aligned with the organization's financial management principles. It is designed to promote accountability and fairness in managing work-related expenses through an appropriate and structured approval process.

SCOPE:

This policy applies to all BCCL workers, which includes employees, volunteers, student placements, host family, third-party personnel and the Board of Directors.

RESPONSIBILITIES:

Board of Directors:

The Board of Directors will review the Expense policy on an annual basis.

Employer:

The Employer will be responsible for establishing clear expense reimbursement guidelines in compliance with the [Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25 \(ontario.ca\)](https://www.ontario.ca/laws/statutes/2010/s25.html). Additionally, a structured approval process will be implemented to ensure timely reimbursement for workers who incur expenses while conducting official business or attending pre-approved work-related events.

Management:

Management will be responsible for ensuring workers comply with the Expense policy. Additionally, management will have the discretion to approve the expense requests, exercising a degree of flexibility while maintaining adherence to the policy.

Workers:

Workers are responsible for adhering to the Expense policy. Before incurring any expenses outside their regular job responsibilities, they must obtain approval from their manager and follow the Expense and Mileage Submission Portal process.

COMMUNICATION:

This policy will be communicated to all workers upon hire and made available for further reference on the BCCL internal policy site.

PROCEDURES:

All expenses incurred by workers while conducting official business or attending pre-approved work-related events should be selected based on practicality and cost efficiency, in alignment with these policy guidelines.

Expense Approval Authority Limits:

When exercising discretion, approvers should ensure that the request falls within their delegated authority.

Estimated Expense Amount	Delegated Authority Level
\$0 to \$1,000	Manager
\$1,001 to \$5,000	Director
\$5,001 +	Executive Director
Executive Director Expenses	Chair of the Board of Directors
Board of Director Expenses	Board of Directors Members

Expense Guidelines:

BCCL will reimburse mileage, parking, meals, gatherings, accommodation & travel incurred by workers while conducting official business or attending pre-approved work-related events.

Mileage

Mileage will be calculated in kilometers as follows:

SCENARIO	REIMBURSEMENT
Driving to and from your personal living residence to your regular work location.	No mileage expense claim permitted
Driving to and from your personal living residence to an alternate work location.	<p>If the distance of travel is equal to or less than the distance to your regular work location:</p> <ul style="list-style-type: none">No mileage expense claim permitted <p>If the distance of travel is further than your regular work location:</p> <ul style="list-style-type: none">Mileage is calculated to and from your personal living residence to the alternate location minus the distance to your regular work location.
Traveling between locations for work-related purposes	Mileage is calculated between each location

Mileage expenses will be submitted monthly utilizing the Expense & Mileage Submissions Portal. The total mileage reimbursement amount will be calculated based on the number of additional kilometers incurred in accordance with the kilometer set mileage rate.

All mileage expenses must be submitted monthly and for no later than 3 months. Mileage submitted after 3 months will not be considered for re-imbursement.

Parking

Parking expenses incurred will be reimbursed. Traffic or parking violations incurred will not be reimbursed as referenced in the Safe Driving policy.

Meals

The following amounts, which include gratuities and taxes, have been put into place to help supplement the costs of dining out for workers.

Breakfast: up to \$10.00

Lunch: up to \$15.00

Dinner: up to \$25.00

Reasonable gratuity is 15%

These amounts are not an allowance, and the meal must have been personally consumed to be reimbursed.

Alcohol

BCCL will not reimburse workers or the Board of Directors for any alcohol expenses.

Gatherings

Pre-approved work-related gatherings hosted by BCCL will be reimbursed.

Pre-approved non-work-related gatherings not hosted by BCCL will not be reimbursed.

Accommodation & Travel

Accommodation & Travel within the province will be approved in accordance with the Expense Approval Authority Limits.

Accommodation & Travel outside of the province must be pre-approved by senior management.

Expenses and Mileage Submissions Portal Process:

1. Workers will routinely submit expenses through the Expense and Mileage Submissions portal within their regular job responsibilities.
2. Before workers incur expenses outside their regular job responsibilities, they will get prior approval before incurring the expense.
3. All expenses must be well-explained and documented, fair, equitable, reasonable, relevant, and appropriate.
4. All expenses incurred will be submitted through the Expense and Mileage

Submissions portal and must include:

- Correct dates
 - Attach original receipts
 - Correct mileage in Kilometers
 - Expense details
 - Select the first and second appropriate approver
5. Expenses cannot be claimed by a worker that was incurred by the approver.
 6. Management is prohibited from approving their own expenses.
 7. Expenses incurred may be questioned and incomplete submissions will be sent back from any approval level
 8. All expenses will be reimbursed through the bi-weekly payroll deposit system as a non-taxable reimbursement.

ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF THE EXPENSE POLICY.

I, _____, acknowledge receipt of Brampton Caledon Community Living's Expense policy. I understand my duties and responsibilities and the procedures to follow under this policy. I understand that any misappropriation will lead to disciplinary action, up to and including dismissal.

Signature/ Worker

Date