

	POLICY NUMBER:	FB-09-20
	ADOPTED:	April 1, 2000
	APPROVED BY:	Executive Director
	LAST REVIEWED:	April 5, 2022
CATEGORY	09 Finance and Business	
TITLE	Reimbursement of Expenses	

Intent:

To define expectations regarding the reimbursement of reasonable expenses incurred while conducting Contact Hamilton business.

Policy:

Employees will be reimbursed for reasonable and approved expenses incurred while conducting agency business as per this policy.

Contact Hamilton has a Main Office, which employees are required to attend as needed. Expenses related to an employee's commute to and from the Contact Hamilton Main Office are the responsibility of the employee and are not considered an eligible work-related expense.

Reasonable Expenses:

Mileage

Employees may claim mileage expenses when needing to drive their personal vehicles to attend a client appointment, or an approved community meeting, that is not at the Contact Hamilton Main Office.

Employees may also claim mileage expenses when needing to drive their personal vehicles to conduct other approved work related tasks, such as attending a Professional Development course or carrying out an operational task.

Mileage to and from Contact Hamilton offices is the responsibility of the employee.

Contact Hamilton will establish a mileage rate. The mileage rate may change from time to time in consideration of gas prices.

Mileage Rate: As of April 1, 2022, approved travel using the employee's own vehicle will be reimbursed at the rate of \$0.51 per kilometer.

Parking

Employees who are scheduled to attend the Contact Hamilton Main Office are eligible to claim the value of their parking cost, up to a maximum of \$6 per day. Receipts must be submitted with the Staff Expense Form. Parking paid into a cash parking meter will be noted on the Staff Expense Form.

Employees are eligible to claim the full amount of any parking costs incurred while attending a client appointment or community meeting. Receipts must be submitted with the Staff Expense Form. Parking paid into a cash parking meter will be noted on the Staff Expense Form.

Contact Hamilton is not responsible for any loss or damages incurred to employees, their vehicles or vehicle contents while using any parking facilities. Contact Hamilton is also not responsible for any parking or traffic violations that an employee incurs.

Tolls

In exceptional circumstances, an employee may be approved for the cost of toll routes while on Contact Hamilton Business. Before incurring a toll cost, employees need to request approval from the Executive Director via email. In the request, employees will need to outline why the toll route is required.

If approved, the employee may request reimbursement for the toll route, by attaching both the invoice and the approval to their Staff Expense Form.

Other Transportation Means

Where pre-approved by the Executive Director, employees may claim expenses associated with public transportation (i.e.: taxi, bus, train, airfare, rental vehicle - compact model) for costs incurred while completing Contact Hamilton related business.

A reasonable gratuity of up to 10% on a taxi fare may also be reimbursed with pre-approval.

Meals

Wherever possible, when attending meetings or events that out of office, the employee will make arrangements to bring their lunch. This may not always be possible given the circumstances.

Where the meeting or event provides/includes a meal, no meal expenses will be permitted.

Meal expenses may be eligible for reimbursement in the following situations:

- Employee is away from the office for an approved training/professional development course that is one full business day or longer (where the meal is not covered by the cost of the event)
- Approved business meeting that occurs over the breakfast, lunch or dinner period (where the meal is not covered) and pre-approval from the Executive Director has been received
- Tips/gratuities can be reimbursed (10-15% maximum) if they fall within the maximum allowable expense for that meal type.

Alcohol cannot be claimed and will not be reimbursed as part of a meal expense. There are no exceptions to this rule.

Original, itemized receipts are required and reimbursement must not exceed the actual amount spent. Taxes and gratuities are included in the meal rates.

Reimbursement for meal expenses is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities.

Meals	Maximum Amount
breakfast	\$8.75
lunch	\$11.25
dinner	\$20.00

The 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.

Accommodation Expenses

Accommodation requests must be pre-approved by the Executive Director. Typically, overnight accommodation within the Greater Toronto Area including the West region will not be reimbursed (except where otherwise approved by exception). Where accommodation expenses are pre-approved, reimbursement will be for accommodation in a standard room. Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility.

Professional Development

Employees wishing to take a professional development course will follow Policy HRB-05-75 – Professional Development. The Executive Director is responsible for approving any costs. A complete and pre-approved professional development request form must be attached to all expense claims related to training and education.

Hospitality Expenses

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for:

- A designated Broader Public Sector organizations
- any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive (available on the Ministry of Government Services website)

Consultants and other contractors will not be reimbursed for any hospitality expenses.

Hospitality may be extended in an economical and consistent manner when:

- it can facilitate business; and
- it is considered desirable as a matter of courtesy or protocol.

Managers requesting hospitality must receive pre-approval for the hospitality costs from the Executive Director in order for it to be reimbursed.

Gift Giving Expenses

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 the government of Ontario.

Employees must receive pre-approval from the Executive Director prior to purchasing gifts of service.

Nominal (under \$100) Supplies

Employees may submit the cost of any approved office supply purchased for reimbursement. Before purchasing any office supplies, employees will follow the purchasing guidelines established in Policy FB 09-30 Purchasing of Goods and Services.

- Employees will attach their approved Purchase Request Form and the receipt of their purchase to their expense form for reimbursement.
- Receipts should only include the approved item(s). Where this is not possible, personal items on the same receipt will be blacked out and the taxes recalculated.

Expense Reimbursement Procedure:

1. All staff will record expenses on the Staff Expense Form in the appropriate areas, providing as much detail as possible.
 - For mileage claims staff must include the date of the trip, the start and end address, the purpose of the trip, the total kilometers travelled and the total to be reimbursed (total km x rate/km).
 - For parking claims staff must include the date, the purpose for parking i.e. meeting name/ location, if client related include the client first name/last initial, whether paid to a parking meter or receipted, and the total paid.
 - Other expense claims must include the date of purchase, the item(s) purchased, a reason for the purchase i.e. meeting with _____, and the total paid. For hospitality related expenses, the people in attendance must be recorded on the back of the receipt.

When making a claim, staff members must follow these rules:

- Submit original, itemized receipts with all claims.
 - If the original itemized receipt is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making.
 - Submit claims within 2 months or no later than April 15th (15 days following the end of the fiscal year.)
 - Repay any reimbursement overpayments to the organization within the timeline identified.
 - If leaving employment with Contact Hamilton, submit any outstanding claims for expenses before leaving the organization.
2. Staff will total all areas and submit the completed forms along with receipts (where applicable) to their respective manager for approval.
 3. Managers will review the Staff Expense Form for completion and ensure all required documentation is attached. Once approved, the Manager will submit the signed form to Accounting for payment.

4. Once approved, the claim will be paid in accordance with the organization's payment procedures.
5. Records will be maintained as per statutory requirements. Documentation will be filed within accounting expense records.
6. Expense rules will be posted on Contact Hamilton's public website. The material will be available in accessible formats.

Related Policies:

FB 09-30 – Purchasing of Goods and Services

FB 11-15 – Signing Authority

HRB 05-75 – Professional Development

Related Forms:

FB-09-20(a) – Staff Expense Form

Note: Policy FB 09-25.2 - Executive Director Expense Reimbursement and Credit Card Use was incorporated into this policy in September 2010.