

	POLICY NUMBER:	FB-09-20
	ADOPTED:	April 1, 2000
	APPROVED BY:	Executive Director
	LAST REVIEWED:	August 22, 2024
	NEXT REVIEW:	May 1, 2025
CATEGORY	09 Finance and Business	
TITLE	Reimbursement of Expenses	

## Intent

To define expectations regarding the reimbursement of reasonable expenses incurred while conducting Contact Hamilton for Children’s and Developmental Services (“Contact Hamilton”) business.

## Policy

Contact Hamilton will reimburse employees 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.

Contact Hamilton employees will submit expenses forms for approved expenses in a timely manner to their Manager, ideally monthly (and no later than April 15 following the end of the fiscal year), using the prescribed expense reimbursement format. This includes:

- Submitting 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.

- If leaving employment with Contact Hamilton, Contact Hamilton employees will submit any outstanding claims for expenses before leaving the organization.

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 for payment.

Contact Hamilton employees will repay any reimbursement overpayments to the organization within the timeline identified.

## Mileage Expenses

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 Expenses

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.

## Toll Expenses

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*.

Employees of the Complex Needs Placement Coordination program may receive approval for a transponder device given their travel responsibilities for children and youth placed in out-of-home care outside of the Hamilton-Niagara part of the West Region.

## 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 15% on a taxi fare may also be reimbursed with pre-approval.

## Meals

Wherever possible, when attending meetings or events that are out of office, the employee will 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 2 or more full business days (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 (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 as per the Ontario Public Sector guidelines. These rates include taxes and gratuities.

<b>Meals</b>	<b>Maximum Amount</b>
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.

## Hotel Expenses

Hotel 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 (including time/resources). 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.