COMMUNITY LIVING
Guelph Wellington

Classification: **Administration – Finance**	Reimbursement of Expenses	
Policy #: **A420**		Effective Date: **March 2004**
Revised Date: **March 2023**	Review Date: **March 2023**	Next Review: **March 2026**

Policy

Community Living Guelph Wellington (CLGW) reimburses reasonable and justifiable expenses incurred by employees and volunteers (including board members) while performing business on behalf of the agency. This policy is in accordance with the Broader Public Sector (BPS) Expenses Directive and the following 4 principles:

1. **Accountability**
   Organizations are accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.

2. **Transparency**
   Organizations are transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.

3. **Value for Money**
   Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

4. **Fairness**
   Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

This policy confirms that the BPS Perquisites Directive is not applicable to CLGW as CLGW does not provide perquisites for employees or volunteers. For the purposes of the BPS Perquisites Directive, a perquisite refers to a privilege that is provided to an individual or a group of individuals, provides a personal benefit (e.g., club membership), and is not generally available to others.

All expenses submitted by an employee/volunteer must be approved and signed by the appropriate signing authority as outlined in policy C190 Purchasing/Authorization Limits. The authorizing employee is responsible to ensure that all claims are correct, reasonable, and in accordance with this policy. Incorrect or incomplete expense reports and/or cheque requisitions will be returned and will not be processed until they are corrected and properly authorized.

Expenses must be submitted within three months of the date incurred in order to be considered for payment. The only exception to this is expenses incurred in the fourth quarter of the agency's fiscal year

(i.e., January, February, March), these expenses must be submitted no later than three weeks following March 31st.

Permission to attend workshops/conferences and eligibility for associated expense reimbursement must be pre-approved by the employee's/volunteer's manager, and must be completed, authorized by the manager, and distributed as outlined on the form.
Reimbursable expenses covered by this policy include transportation, accommodation, meals, conference registration fees and approved personal business expenses as outlined. These expenses must be work-related, modest and appropriate, and strike a balance among economy, health and safety, and efficiency of operations.
Non-reimbursable personal expenses include, but are not limited to, traffic or parking violations, fines and penalties, vehicle damage (or corresponding insurance deductible amounts) due to a collision, negligence or criminal act, personal property damage, recreational, social or family expenses not required to conduct Community Living Guelph Wellington business, alcohol (e.g., alcoholic drink as part of a meal expense), gratuities of greater than 15% included in meal purchases.

The finance department will issue a T2200 form (Declaration of Conditions of Employment from CRA) to an employee upon request.

Associated Documents

- Fi03 Cheque Request
- Fi11 Travel Expenses
- C515 Planned Building Renovations