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Policy

Central West Specialized Developmental Services will reimburse its employees, board members, consultants and contractors engaged by the organization providing consulting or other services for approved expenses incurred on behalf of Central West Specialized Developmental Services as per the established expense rules.

Procedure

Personal expenses must have been incurred directly on the business of Central West Specialized Developmental Services, and must represent the most economical use of time and money. Every effort must be made to consolidate expenses when more than one person is involved. The senior person present will assume responsibility for the expenditures. All appropriate approvals should be obtained prior to incurring the expense, if applicable.

An expense claim must be completed and original receipts for all expenses, except mileage must be attached. Claims for mileage must identify detailed travel description. If an employee chooses to travel to and from their home to the place of business, they will be paid for any mileage above their regular daily commute.

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:

- Recreational purposes (video rentals, min-bars, etc.)
- Personal items
- Traffic and parking violations
- Social events that do not constitute hospitality as described below
- Alcoholic drinks, unless part of hospitality as described below
- Friends or family members, unless part of hospitality as described below

Reasonable and appropriate actual meal expenses may be reimbursed if the expenditure is incurred when the employee is required to work during or through normal meal periods or when, during a normal meal period, when the claimant is away from his or her place of work. Meal claims plus applicable taxes and up to 15% gratuities as follows:

- Full-day meal claim - \$60.00
 - Breakfast - \$ 10.00
 - Lunch - \$20.00
 - Dinner - \$30.00

There may be occasion the when business or business related meets occur during meal periods. Meal related expenses can be submitted based on the rules of the Policy.

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Overpayments, amounts reimbursed or paid that are not in accordance with the terms of this Policy will be recovered from the employee.

The authority for approving personal expense claims will be the Cost Centre Manager, or the Director of the department. Department Directors' expense claims will be approved by the Executive Director. The authority to approve the Executive Director's expense claims will be the Chair of the Board of Directors. The individuals approving the expense claim are responsible for monitoring compliance with this Policy.

Managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this policy. When exercising managerial discretion, approvers should use good judgment and comply with the principles and requirements set out above. When a situation arises and discretion needs to be exercised, approvers should consider the request is able to stand up to scrutiny by auditors and members of the public, is properly explained and documented fair and equitable, reasonable and appropriate.

Personal expenses must be broken down by the Finance Department (after approval) to the various line items in the budget.

All expense claims must be submitted in a timely basis. The individual will be reimbursed by cheque within two weeks of receipt of the approved expense report in the Finance Department.

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at CWSDS' expense to persons who are not engaged in work for the organization. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate business or is considered desirable as a matter of courtesy.

Hospitality may be extended on behalf of CWSDS when:

- Engaging representative from government, the broader public sector, industry, public interest groups or unions in discussion on official matters
- Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of CWSDS' or the workings of the organization
- Sponsoring formal conferences

Refreshments for celebratory events and meetings may be permitted at the discretion of the appropriate signing officer. (e.g. retirements, full day meetings, Board Meetings)

Token gifts of appreciation, valued at up to \$30.00 may be extended to persons who are not attached to CWSDS in exchange for pro bono services. Gifts valued above \$30.00 must be justified and approved by the Executive Director, or designate.

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Expenses for Consultants and other Contractors can be claimed and reimbursed only when the contract specifically provides for it. In no circumstances can hospitality, incidental and food expenses be considered allowable expenses for consultants and contracts.

For further expense clarification, not addressed in this policy, refer to the BPS Expenses Directive that is located with the Director of Finance and Operations and on the CWSDS website.

Approved:

Executive Director

Director Finance and Operations