Central West Specialized Developmental Services

STATEMENT OF POLICY AND PROCEDURE

Department	Finance	**Policy Number:**	12-024
Approved by	Chief Executive Officer & Chief Financial Officer	**Accountability:**	Chief Financial Officer
Operational Lead	Financial Department	**Policy Origin Date**	September 1992
Revision Date:	November 2026	**Next Review Date**	September 2027
Review Cycle	Annually	**Exception**	
Applicable Legislation	Broader Public Sector Expenses Directives		

POLICY TITLE:

Personal Expenses

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 most 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 descriptions. If an employee chooses to travel to and from their home to the place of business, they will be paid any mileage above their regular daily commute.

Toll charges while on CWSDS business will be reimbursed by the CWSDS subject to receipts being provided. The use of toll highways, including but not limited to Highway 407 ETR, is reimbursable. However, the use of such routes should be limited and is subject to prior management approval. Receipts must be attached to the expense claim.

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

- Recreational purposes (video rentals, mini-bars, etc.)
- Personal items
- Traffic and parking violations
- Social events that do not constitute hospitality as described below
- Alcoholic drinks

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.

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

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 appropriate Manager, or the VP or Director of the department. Department VP's expense claims will be approved by the Chief Executive Officer. The authority to approve the Chief Executive Officer's expense claims will be the Chief Financial Officer. 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 are 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.

All expense claims must be submitted on a timely basis.

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

For further expense clarification, not addressed in this policy, refer to the BPS Expenses Directive that is located with the Chief Financial Officer and on the CWSDS website.