

Catholic Children's Aid Society of Hamilton

Summary Policy – Travel & Hospital Expenses

This document summarizes policy FIN001, Travel & Hospitality Expenses, effective May 1 2007, revised April 1, 2011.

Purpose

Travel & hospitality policies apply to board members, staff, consultants and volunteers involved in working for and with the Society. Travel and hospitality policies are formulated to ensure the Society is accountable for the use of public funds, that transactions are transparent to all stakeholders, that public funds are used prudently and that legitimate and authorized expenses incurred on behalf of the Society are fairly reimbursed.

Process

The Society requires all expense claims for out of pocket expenditures to be substantiated by appropriate documentation (itemized receipts). The Society does not reimburse for items of a personal nature, for recreation, expenses not directly related to Society business or for alcoholic beverages (except as outlined under Hospitality).

The Society requires all expenses to be approved according to the Society's designated financial authority approval (DFAA) schedule. The Society requires that the most senior person in a group of stakeholders claim expenses (so that approvers are not able to approve expenses they have incurred).

The Society requires expenses to be submitted in a timely manner – no later than 90 days after incurrence.

The Society requires that exceptions to the travel and hospitality expense policy be explained and approved according to the Society's designated financial authority approval schedule (DFAA).

Travel Approvals

Assignment of case responsibility to staff is deemed to include pre-approval for normal case related travel. Additionally, travel for work related to provincial committees, work groups or task forces is deemed to be approved, provided approval for the activity has been obtained by the appropriate supervisor. Travel outside of the Society's normal geographical jurisdiction requires supervisory approval if within Ontario; travel outside of Ontario requires Director approval.

Car Rentals

Employees may procure a rental car (not to exceed midsize car costs) for any single round trip exceeding 150 kms and are required to utilize a rental car where single round trip is expected to exceed 250 kms. Employees choosing to use their personal vehicles for single round trips with a distance of more than 250 will be reimbursed up to 250 kilometres in personal mileage, regardless of the total distance travelled.

Kilometre Reimbursement Claims

Mileage reimbursement claims must include details of purpose of the travel, case name if any, start and end addresses and odometer readings and dates of travel. Travel starting point is from the *lesser* of the employee's home address or the Society's office location; travel ending point is from the *lesser* of the Society's office location or the employee's home address where travel commences and ends at an employee's home.

The Society periodically audits mileage claims using internet mapping programs and variances of greater than 10% when compared to mapping programs are investigated and resolved.

Taxi Travel

Where practical, local transportation/hotel shuttles/public transportation is the preferred means of travel. Where this is not practical, taxi travel is permitted.

Rail & Air Transportation

Travel by rail or air will be permitted when these are the most economical forms of transportation. Economy (coach) class fare only will be reimbursed.

Hotels

Reimbursement for hotel accommodations within the Society's normal geographical jurisdiction will not normally be made. Exceptions may be made when Society staff who reside out of town are required to remain within the Society's geographical jurisdiction for emergency or exceptional circumstances. In all cases, reimbursement will be made for the cost of single accommodation in a standard room.

Meal Expenses

The following meal allowances may be claimed when out of the office.

Breakfast	\$	8.00
Lunch	\$	12.00
Dinner	\$	20.00

From time to time, employees may be attending events or meetings where cost sharing requirements exceed these limits (for example where the cost of a luncheon includes contribution to room rental). Exceptions may be made in these circumstances.

Original, itemized receipts must be provided. Meal expenses must never include alcoholic beverages except in the event of hospitality (see Hospitality Section)

Contractors & Consultants

Hospitality, incidental or food expenses may not be provided to consultants and/or contractors engaged in work for the Society. Such expenses may not be invoiced or included in contracts with the Society.

Hospitality

Hospitality is the provision of food, beverages, accommodations, transportation or other amenities at the expense of the Society to persons not engaged in work for the Society and may be extended for the purpose of incentive or as an expression of appreciation. Hospitality requires prior approval according to the Society's delegated financial approval document.

Any provision of alcohol requires prior approval of a Director in writing.

Receipt of hospitality by Society staff may present a possible conflict of interest. Staff are to be aware of the Society's rules concerning conflict of interest.

Internal Agency Events

Consistent with the Society's goals of staff retention and professional development, the Society may from time to time arrange employee events such as staff recognition, breakaway day, staff meetings, training events and/or Board meetings held over a meal period, at which time refreshments may be served.

As a general guideline, refreshment expenses incurred per employee or per Board member will be consistent with the meal guidelines for daily cost within this policy. These events are not considered hospitality.

August 23, 2011