



F&A – EXPENSES ELIGIBLE FOR REIMBURSEMENT

EFFECTIVE DATE: July 12, 2016

REVISION DATE: October 2020

POLICY STATEMENT

Canopy Support Services will ensure all work-related expenditures made by individual staff in the course of their employment adhere to the Broader Public Sector Act and guidelines before being reimbursed. Strict controls will be maintained through policy, approval, and budget monitoring strategies.

PROCEDURE

Documentation

- All supporting receipts and documentation for work-related reimbursements must include:
 - Details of the purchase;
 - Name and location of the vendor;
 - HST Registration number;
 - Date; and
 - Details of any sales tax charged.
- Photocopies will be accepted if clear and complete.
- Credit or debit card receipts will not be accepted without the store receipt unless all the proper information is detailed.

Submission and Approval

- All expense claims for reimbursement are submitted through the Expense and Mileage system. Approvals are required by the applicable Manager and then forwarded to the Accounting Coordinator for payment.
- Staff are expected to submit their expense claims monthly. If staff are unable to submit claims on a monthly basis, submissions must be completed on a quarterly basis.
- Those approving expense claims are prohibited from approving their own expense claims.
- Expense claims for a group must be submitted by the most senior staff member present - expenses cannot be claimed by an individual that are incurred by his/her approver.



Meals

- When budget permits, meals may be reimbursed when the employee has been travelling outside their program catchment area for training or work-related events.
- Catchment areas are defined as:

Program	Catchment Area
OAP/Autism Services	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
APS	Peterborough, Haliburton, Northumberland Counties and City of Kawartha Lakes
BCS & FASD	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
CA & CN	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Region of Durham
Passport	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Region of Durham
Quadrant Resources	Peterborough, Haliburton, Northumberland Counties, and City of Kawartha Lakes
TAY & ACM	Peterborough, Haliburton, Northumberland Counties, City of Kawartha Lakes and Region of Durham

- Reimbursement will be limited to \$15.00 for breakfast, \$20.00 for lunch and \$25.00 for dinner or to a maximum of \$60.00 combined per day. If meals are provided at a training or professional event, the staff member is expected to not incur any expense for that meal.
- In rare circumstances, when budget permits, and with Program Manager approval, meals shared with clients must be clearly indicated on the receipt and expense forms for proper allocation.
- The purchase of alcohol and applicable taxes, are not covered.
- A reasonable gratuity (approximately 15%) is permitted in appropriate circumstances.
- All reimbursement requests must be approved by the applicable Manager.
- Staff are expected to minimize meal claims where possible.

Mileage

- Staff are eligible to claim mileage for travel from their home or the office (or designated satellite office) to their work destination (i.e., client home, community



meeting, training event, supply run etc.), whichever is less. Travel from home to the Canopy Support Services office and from the office to home is not eligible for reimbursement.

- Claims are submitted monthly in kilometers on the Expense and Mileage form and should detail the addresses of place of origin, the destination, any stops between, and the distances travelled.
- Compensation will be calculated by the kilometer and according to the approved agency rate.
- Board Members may request reimbursement for mileage and parking to attend monthly Board Meetings at the current Agency rate.
- Staff are expected to minimize mileage claims where possible, especially when virtual meeting solutions are appropriate.

Cell Phones

- Staff are expected to protect an Agency provided unit from theft and damage and will refrain from using it for personal calls unnecessarily.
- Use of personal cell phones for work in positions demonstrating a need will be reimbursed at a rate of \$35.00 per month. A copy of a personal cell phone bill will be submitted one time with the initial claim for reimbursement to be kept on file.
- A current cell phone number must be made available for Agency use in order for reimbursement to be approved.
- In the case of excessive long distance charges being incurred occasionally through the course of duty on a personal cell phone, staff may request extra reimbursement which will be submitted to the applicable Manager for consideration.
- Staff are expected to minimize phone claims where possible.

Vehicle Insurance

- Staff in positions that require the use of a personal vehicle for work may request reimbursement of insurance costs beyond the premium for home to work and work to home travel coverage and personal use, up to a maximum of \$350.00.
 - Staff are not required to transport clients in their vehicle, however if they choose to do so, the onus is on the employee to ensure that they have sufficient insurance coverage for such situations, and do so at their own risk.
- Staff must fully complete the Vehicle Insurance Form and provide a letter of confirmation from their insurance provider to the Finance Department.

Program Supplies

- With prior Manager approval, staff may make small purchases of program supplies (i.e., client related supplies) when necessary and request reimbursement.



- Proper documentation must be provided and all purchases are subject to approval by the applicable Manager.
- Where possible, staff will utilize cost savings through Agency bulk purchases.

Parking

- When budget permits, and when free on-site parking is not available at a Canopy Support Services office, staff may be reimbursed for work parking to a maximum amount set by the Chief Executive Officer.
- Work-related parking at hospitals, clinics, or for meetings and training events will be reimbursed with presentation of a proper receipt.
- Staff may request up to \$5.00 per month in street parking without presenting a receipt.

Other Expenditures

- Reimbursement for items damaged while carrying out work related activities may be requested but will be subject to approval from the applicable Manager and the Chief Executive Officer.
- Additional expenditures may be covered for employees who maintain a satellite office operating from their home. All costs will require proper documentation and will be subject to approval by the applicable Manager and budgetary restraints.

Consultants & Other Contractors

- Reimbursement for allowable expenses will be claimed and reimbursed as specified in their contract with the Agency.
- Allowable expenses include mileage, parking and supplies as detailed in their contract.

Katlyn Guthrie

Katlyn Guthrie
Chief Executive Officer

11/03/2020

Date



Reference: Expense and Mileage Form, Appendix D: Information Technology Protocol, Vehicle Insurance Claim Form