



SECTION: Agency Manual Finance & Accounting	SUBJECT: Travel/Expense reimbursement	REF: AM-04-070 DATE: June 5, 2002 Reviewed: June 2013 Revised: February 2022
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POLICY

Employees of Community Living North Halton will be compensated for approved work-related expenses.

PROCEDURE

All travel/expense claims must be completed by and signed by the employee and then authorized by the department manager prior to processing.

Employees are required to submit receipts of approved expenses, for reimbursement purposes. Any approved items included on travel/expense claims that do not have a receipt attached will not be approved for reimbursement until a receipt has been provided. On occasion one receipt is issued for a group of people. In this case, the involved employees should photocopy the receipt and include the photocopied receipt with their individual claims in order to be reimbursed for their portion of the expense. In exceptional cases, it is not possible to acquire a receipt. If a situation such as this arises, the employee will be required to attach an explanatory note to their expense claim. Reimbursement to all staff will be made through payroll deposit subsequent to the submission date of the reimbursement form.

MILEAGE

Mileage is paid out at a set kilometer rate per the Collective Agreement for any travel pertinent to the performance of job duties. The exact odometer reading in kilometers is required unless a trip meter is available. All out of town trips must be approved by the manager in advance (by the manager on call if necessary.). All CLNH employees must use a CLNH vehicle if one is available prior to using their own personal vehicle. Staff are requested to submit their travel expense claims to their manager for approval.

MEALS

Employees who are on authorized CLNH business shall be entitled to reimbursement of a reasonable amount, in keeping with the approved meal allowance guidelines as set out in the Collective Agreement, for meal expenses.

PARKING

A parking receipt is required at all times, unless at a parking meter.

INCIDENTAL EXPENSES

Other expenses e.g. admission to movies, will only be covered if escorting a person in receipt of support who is unable to go alone.

Any activities of this nature that are to occur on a regular basis (e.g. weekly movies) or major outings that may involve higher admission costs are to be approved in advance by the immediate manager.

Anyone taking a person in receipt of support on an outing voluntarily will be responsible for covering their own expenses.

USE OF PRIVATE VEHICLES

Staff may be required to use their own vehicles in particular situations. Staff will be recompensed at the set rate as indicated in the Collective Agreement.

a) The employer agrees to reimburse staff for major cleaning of & damage to personal vehicles when the need for these services are directly caused by people being transported.

b) If safety concerns prohibit use of personal vehicles alternate arrangements shall be made to adequately meet such concerns.

EMPLOYEES' VEHICLE INSURANCE

The employee is responsible for providing the correct type and appropriate level of insurance coverage.