Community
Living
North Halton

SECTION:	SUBJECT:	REF: AM-04-070
Agency Manual **Finance & Accounting**	**Travel/Expense reimbursement**	**DATE: June 5, 2002** **Reviewed: June 2013** **Revised: February 2022** **Reviewed: July 2026**

POLICY

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

PROCEDURE

All travel/expense claims must be completed and signed by the employee and then authorized by the department manager or director prior to processing. Conferences, hotel accommodations and other large or unusual expenses must be pre-approved by the department Manager or Director.

Employees must submit receipts for approved expenses in a timely manner. All claims should be submitted within the same month the expense occurred. 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 (or by the emergency on call manager 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.

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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.

AIR/RAIL/BUS TRAVEL
CLNH shall reimburse either the Coach Class or Economy fare. The most practical and economical way to travel shall be selected in each case. Employees may choose to upgrade at their own expense.

HOTEL ACCOMMODATION
Hotel reimbursement is limited to single room rate per traveler. No reimbursement will be made for suites, executive floors, or concierge levels. Original hotel receipts must be submitted with the Expense Report form. Incidentals such as work-related telephone calls or fax charges may be claimed. Receipts/copies of bills must be submitted with the expense report.

EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS
Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including: meals, snacks and beverages, personal phone calls, or any other personal expense. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.