



**Community Living South Muskoka**  
**EXPENSES ELIGIBLE FOR REIMBURSEMENT**  
**Policy & Procedure**

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Section:	Financial	

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**POLICY:**

All employees, volunteers and students shall be reimbursed for any reasonable out-of-pocket expenses incurred in the provision of services to Community Living South Muskoka.

**PROCEDURES:**

Reimbursement for Travel

- Community Living South Muskoka must ensure the effective use of our fleet of vehicles versus personal or rental vehicles.
- Staff are to book agency vehicles whenever possible. Your supervisor in conjunction with the Administrative Services will be responsible for booking of vehicles for your area. It will be the responsibility of management to ensure that the most cost effective method of transportation is utilized while ensuring that the needs of the individuals we support are met and given priority. If you choose not to take a particular vehicle that is available, no reimbursement of expenses for rental or personal vehicles will be provided.
- If an agency vehicle is unavailable a rental vehicle will be booked. The Administrative Services will arrange for the booking of the vehicle. As a rule of thumb if you are traveling over 260 kilometers per each 24 hour period of travel it is cheaper to rent. A gas card will be given to the staff member so that the gas tank may be refilled prior to returning the vehicle.
- The mileage rate will be reviewed on a biannual basis. The mileage rate is paid out at a set per kilometer rate per the collective agreement/ or board of directors for any travel pertinent to the performance of job duties.
- If the least expensive mode of travel is your personal vehicle, it is your responsibility to ensure that your insurance covers the use of your vehicle for business purposes. Depending on your total yearly business kilometers, this additional coverage may be of no or minimal additional cost.
- All travel claims with personal or rental vehicle usage must denote that no agency vehicle was available.

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Reimbursement for Meal or other expenses

- An employee receives prior approval from their supervisor to be reimbursed for any purchases / expenses made on behalf of Community Living South Muskoka.
- Expense claims are in writing on an Expense Claim Form, accompanied by receipts, and authorized by the appropriate supervisor. Following the approval, the claim is forwarded to the finance department for payment.
- An expense claim is paid only when accompanied by appropriate receipts.
- All traffic, parking or other tickets are the responsibility of the employee.
- Expense claims will not normally be accepted if it is more than 90 days old.
- The following is the meal allowance:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

These are maximums and include an amount for a gratuity. The reimbursement amount is based on actual receipts within these Guidelines. Credit card slips by themselves are insufficient to support a claim for reimbursement. Reimbursement of meal costs must not include the reimbursement for any alcoholic beverages. No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and or conferences.

All other expenses incurred by the employee on Community Living South Muskoka business must have the prior approval of their immediate supervisor and receipts must be submitted to claim the expense. Accommodation costs must reflect the most cost effective method available giving consideration to sharing of rooms whenever possible.

Hospitality Expenses

Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Community Living South Muskoka business or is considered desirable as a matter of courtesy. Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Reimbursement for the cost of alcohol is permitted for hospitality events. The cost of alcoholic beverages cannot exceed the cost of food. Such hospitality requires the prior approval of the Chief Executive Officer, Board of Directors, or designate.