

BARRIE & COMMUNITY FAMILY HEALTH TEAM

EXPENSE POLICY

Section: FIN-002

Policy Title: Expense Policy

Policy Owner: Finance

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Effective Date: January 2024

Policy Reviewed Date:

1.0 PURPOSE

The purpose of this policy is:

- to set out BCFHT expense policies which are to be adhered to by any person in the organization making an expense claim,

APPLICATION AND SCOPE

This Policy sets out the rules for managing expense reimbursement for BCFHT. It applies to all:

- Board Members,
- Employees, and
- Consultants and contractors engaged by organization, providing consulting or other services.

2.0 PRINCIPLES

This Policy is based on three key principles:

- A)** Accountability - BCFHT is accountable for its use of public funds. All expenditures support business objectives.
- B)** Transparency - BCFHT is transparent to all stakeholders. The rules for expense reimbursement are clear and easily understood.
- C)** Value for Money - Taxpayer dollars are used prudently and responsibly.

3.0 ELIGIBLE EXPENSES

The following expenditures, when incurred, by all individuals outlined above, in connection with BCFHT business and supported by appropriate documentation will be reimbursed:

1. Meal Allowance:

Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you:

- Are away from your office area.
- Have prior approval for the expense.
- Meals are not already provided for.

Meal expenses will be reimbursed up to a maximum of \$75.00 per day. **DETAILED** receipts must accompany the expense report. The expense report must be approved by your immediate manager, and according to Approval Guidelines.

In situations where an individual pays the meal expenses for a group of individuals, the most senior person must claim the total expense.

NOTE: ALCOHOLIC BEVERAGES ARE NOT AN ALLOWABLE EXPENSE

2. Accommodations:

When making reservations, choose hotels/motels which are moderately priced. Reimbursement will be made for single accommodation in a standard room. Every effort should be made to obtain government or corporate rates. Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in exceptional circumstances.

3. Transportation:

Air travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket. When driving is the most practical, and economical way to travel, claimants will be reimbursed at a rate of \$0.70 per kilometer for use of personal vehicle. Expense claims must be submitted with distances calculated in kilometers. For calculating the distance travelled, the following guidelines apply:

- During regularly scheduled workdays, take the lesser of:
 - The distance travelled from the respective staff office.
 - The distance travelled from the place of departure (i.e., home)

During non-scheduled workdays (i.e., emergency calls), calculate the distance travelled from the place of departure.

If a trip is scheduled on the way to or from work, the distance calculated is the difference between the normally travelled route (i.e., home to work) and the actual travelled mileage.

Reasonable parking expenses, and tolls will also be permitted.

All accidents must be reported immediately to local law enforcement authorities and to your immediate manager.

4. Miscellaneous:

BCFHT business related telephone and internet charges will be reimbursed.

4.0 AUTHORIZATION

Expense reports must be submitted within 30 days of the date incurred, to the immediate manager. All receipts including credit card slips, and hotel statements should be attached with submission. Meal receipts should list all individuals present.

The immediate manager is required to check the validity, appropriateness and reasonableness of the expense claim. Approval of the Executive Director's expenses will be approved by the Board Signing Authority, and approval of a Board Members' expense will be completed by a signing officer other than the Executive Director.

After approval, the expense claim is sent to the Manager of Finance for payment processing. The Manager of Finance will check the mechanical accuracy of the expense claim, ensuring that relevant receipts are attached. Expenses will be paid out on the next regularly scheduled payroll run.