

Policy No.2.2

Policy Section:	ADMINISTRATION
Policy Title:	TRAVEL, MEALS, HOSPITALITY ALLOWANCE
Effective Date:	JUNE 2003
Last Revised:	JANUARY 2012 NOVEMBER 2015 FEBRUARY 2020, AUGUST 2022, April 1, 2024
No. of Pages:	2

POLICY STATEMENT:

Rygiel will provide reasonable reimbursement for expenses incurred while on business travel including travel, meals and hospitality. The employee's immediate supervisor must approve all submissions for reimbursement. This policy applies to any person at Rygiel including:

- Volunteers
- Board members and
- Employees

This policy is based around the Broader Public Sector Expenses Directive and encompasses four key principles:

- Accountability – public funds used to reimburse travel, meal and hospitality expenses must support business objectives
- Transparency – the rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood and available to the public
- Value for Money – plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety
- Fairness – only legitimate authorized expenses incurred during the course of business of Rygiel are reimbursed

Individuals who do not comply with this policy may be subject to delay or withholding of reimbursement and/or disciplinary action.

PROCEDURE:

Guidelines around Meal Allowance:

Personal meals are defined as meal expenses incurred when dining alone on an out-of-town business trip. Approximate meal expense guidelines are as follows

- Breakfast – up to a maximum of \$10.00 /day
- Lunch – up to a maximum of \$12.50/day
- Dinner – up to a maximum of \$22.50/day

Guidelines around Travel Allowance:

Travel expenses occur when individuals use their own automobiles to attend out-of-town agency meetings, seminars, etc.. The individual will be reimbursed at a pre-determined rate per kilometer that is reviewed annually.

- Parking – up to \$15.00/day
- According to current reimbursement rate (\$0.50 /km)

- All travel requires prior approval, with the appropriate level of approval authority
- All travel within Ontario requires the approval of the immediate supervisor
- All travel out of province (either within or outside of North America) requires the Executive Director approval
- In all cases, the most practical and economical means of travel should be considered
- In all cases, economy (coach) class should be the standard travel option. Any alternative classes require prior approval from either the supervisor or Executive Director

- The reimbursement rate per kilometer is intended to cover in full all obligations of the agency for the use of the employee’s car including the cost of insurance and any loss or damage to the vehicle.

Guidelines around personal phone calls while travelling:

Employees will be reimbursed for personal telephone calls while travelling on business:

- Not to exceed \$20.00/day for domestic travel
- Not to exceed \$50.00/day for international travel

Guide Around Hospitality Expenses

- Hospitality is defined as the provision of food, beverages, accommodation, transportation or other amenities at public expense to persons who are not engaged in work for Rygiel.
- Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate agency business or is considered as a matter of courtesy.
- Hospitality expenditures should minimize costs but be consistent with the status of the number of persons attending, and the purpose or business to be achieved.
- For verification and audit purposes, hospitality expenses must be recorded in a consistent and detailed manner. Information on the circumstances giving rise to the hospitality, the form of hospitality, the cost, the name and location of

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establishment, number of attendees, names of individuals and their agency name and approvals by the appropriate authority must be documented.

Individuals making claims must:

- obtain all appropriate approvals before incurring expenses;
- ensure expenses are work-related;
- ensure expenses are modest and appropriate;
- ensure expenses strike a balance among economy, health and safety and efficiency of operations;
- submit original, itemized receipts with all claims;
- submit claims within 10 business days of the date incurred;
- repay any overpayments within 5 business days;

Individuals approving claims must:

- Abide by Rygiel's signing authority limits
- Seek a higher approval authority if the expense claim exceeds their authority limit
- Not approve their own expenses
- Only approve expenses that were necessarily incurred in the performance of agency business
- Ensure all appropriate documentation supports any claims for reimbursement

General

- Expenses for a group can only be claimed by the most senior person present
- Expenses cannot be claimed by an individual that are incurred by his/her approver
- Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:
 - Recreational purposes
 - Personal items
 - Traffic and parking violations
 - Social events that do not constitute hospitality, and
 - Alcoholic drinks

Reimbursement Form

- The Rygiel Supports for Community Living Expense Report reimbursement form (sample attached) will be used to log all business related expenses. This form is available on the common directory as well as Rygiel's Intranet. All original receipts detailing the nature of expenses are required as well as the appropriate approval as noted above.