

<b>POLICY AND PROCEDURE</b>	
<b>Policy/Procedure</b>	<b>Travel and Meal Expense Policy</b>
Original Creation Date	09/21/2006
Policy Approved by	Susan Hall (Chief Financial Officer)
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Policy Review	01/16/2019
Policy Owner	Patty Meneilley (Senior Finance Officer)
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**Policy Statement**

To create and enforce all guidelines and procedures for travel-related and meal expenses of Pathways employees, volunteers and family home providers for business purposes, in accordance with the Broader Public Sector Expenses Directive (Appendix A).

To ensure that employees, volunteers and family home providers who travel on behalf of Pathways business are reimbursed for reasonable travel expenses.

To ensure the fair and equitable treatment of employees by preventing the loss of personal financial funds, as well as protecting Pathways from abuse of organizational funding of business-related travel.

This travel and meal expense policy is posted on Pathways to Independence Website.

**Scope**

This policy applies to all employees of Pathways to Independence, volunteers and family home providers.

Managers are responsible for approving all travel and meal expenses. Travel and meal expenses will only be reimbursed so long as they are:

1. Properly authorized.
2. Supported with original receipts and documentation.
3. Reasonable in nature given budget availability

Alternatives to travel, such as meeting participation via videoconference or teleconference should be explored as an alternative to travel, as appropriate.

**Definitions**

Volunteers will be defined as a student on placement, or any person who donates their time to the agency.

## Policy

The following policy statements provide guidance as to what expenses are considered reasonable, what particulars will be reimbursed, and what will not be reimbursed.

1. **Accommodations and Lodging:** Employees shall book reasonably secure and comfortable accommodations of a standard quality hotel/motel within reasonable proximity to the event or business meeting that the employee will be attending. All travelling employees are responsible for room damage charges as these will not be reimbursed by Pathways. Employees are responsible for reviewing bills for accommodations to ensure correctness.
2. **Transportation:** Transportation expenses will be reimbursed within limits. The mode of transportation used for all travel should be the least expensive, recognizing other limiting factors such as time constraints and potential accommodation costs. Any upgrades to first-class or business-class must be approved when using air travel, or rail travel.
3. **Ground Vehicle Transportation (Mileage):** When travelling by car employees should investigate all options including car rental, carpooling, and use the most cost effective method. Employees who use private automobiles must receive prior approval from their manager and obtain their own vehicle insurance coverage. Mileage will be reimbursed for use of private vehicle at the rate of \$.46 per kilometer. Rental of an automobile requires the prior approval of the employee's manager. Parking fees, highway tolls, shuttle bus fares, taxis and subway fares will be reimbursed for business-related travel.
4. **Meals:** Where possible people should partake in meals provided as part of a meeting or conference. Expenses for meals will be reimbursed as outlined below. Rates include applicable taxes and gratuities. No alcohol expenses may be claimed or reimbursed on a travel or meal expense claim. Original itemized receipts are required for all meal expense:

Breakfast	Up to \$17.00
Lunch	Up to \$20.00
Dinner	Up to \$33.00
5. **Miscellaneous Expense for Extended Stays Away:** Laundry, dry cleaning and valet services will only be reimbursed if the duration of business travel is longer than five (5) days. Long distance telephone calls to the office or to persons involved with the business-related travel will be fully reimbursed. Personal long distance calls shall be reimbursed, provided that the employee exercises discretion in the frequency and length of personal calls.
6. **Staff Admission:** Pathways will reimburse for Staff to accompany an individual to attend a pay-for-function. Approval must first be given by the manager, assuming that the admission is reasonable in nature given budget availability. Pathways will pay for the Staff Admission portion of the event, however refreshments and souvenirs are the staff, volunteer or family home provider responsibility. In some instances an "Access" card may be an option to pay for the staff's admission
7. **Volunteers:** Pathways will reimburse for expenses incurred by volunteers for items such as admission prices and some travel costs. Volunteer expenses are to be approved by the Volunteer Coordinator *before the event*.

## Procedures

1. A statement of travel expense for Employees & Volunteers form (Appendix B) of a statement of travel expenses for family home providers form (Appendix C) must be completed to include the following information:
  - Name of Employee, printed and employee signature
  - Location of home or department
  - Date of Claim
  - Clients involved if applicable
  - Description of travel if applicable
  - Signature of Supervisor
2. All expense reports must be submitted with original itemized receipts and documentation signed by the employee and approved by his/her manager.
3. The person in charge of approving expense reports is responsible for ensuring that all claims are mathematically correct, reasonable, and in accordance with this policy. Employees may not approve their own expenses. The claim may be submitted weekly, but must be submitted at least monthly.
4. Parking tickets, traffic violations and other fines or expenses resulting from unlawful conduct are the sole responsibility of the employee to pay, and will not be reimbursed by Pathways.
5. All employee expenses will be processed through the Finance Department. The Finance Clerk records the information into a database and forwards the database information to payroll for direct bank deposit. The Finance Clerk will file all expense claims and completes a journal entry for accounting purposes.
6. Volunteer expenses will be processed through the Finance Department, through the general cheque run.
7. Family Home expenses will be included with the Monthly Statement of Accounts, and paid either by Electronic Funds Transfer, or by cheque.

Appendices

Appendix A: Broader Public Sector Expenses Directive  
(See attached)

Appendix B: Statement of travel expense for Employees & Volunteers

<\\PWIND-Fileshare\Common Drive\Pathways Forms\Finance\Travel Expenses for Employees and Volunteers.pdf>

Appendix B2: Statement of travel expense for Employees & Volunteers **Before February 17, 2017**

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Appendix C: Statement of travel expenses for family home providers

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