

TRAVEL AND HOSPITALITY

POLICY

Board Members and employees are entitled to reimbursement for travel and miscellaneous expenses incurred in the course of their work on behalf of the Agency. Consultants and contractors also fall under this policy but under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for them unless the contract specifically provides for it.

The expense rules will be available to the public on the organization's website.

The following principles will govern travel expense reimbursement practice at the Agency.

Expenses must be:

- Work related
- Modest and appropriate
- Strike a balance between economy, health and safety and efficiency of operations

The Agency assumes no obligation to reimburse expenses which do not comply with this Policy. In the event of an overpayment of expense claims, such overpayment will be recovered promptly from the payee.

Employees are obliged to familiarize themselves with this Policy and to seek clarification from their Managers if required.

Managers are responsible for ensuring compliance with this Policy and for taking intended action if required.

PROCEDURES

Non-reimbursable expenses:

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to:

- Recreational purposes (eg. video rentals)
- Personal items
- Traffic/parking violations
- Expenses incurred on behalf of family/friends (unless they are a part of a hospitality function)

- Alcohol
- Office social events
- Retirement parties
- Holiday lunches

- .01 Persons intending to claim reimbursement for travel expenses incurred in the performance of duties on behalf of AAFS shall first obtain authorization for the travel in advance of the date the travel is necessary. Unless travel is pre-authorized, all travel shall be authorized as follows:
- (a) In the case of staff members, by their Manager;
 - (b) In the case of Managers, by the Director;
 - (c) In the case of the Directors of AAFS, by the Executive Director;
 - (d) In the case of Board Members, by the Executive Director.
- .02 All valid travel expenses incurred for which a staff member or Director is claiming reimbursement must be set out on a Travel Expense Claim form as set out in Schedule 1.
- .03 All staff members must complete and submit Expense Claim forms to the Accounts Payable staff within 30 (thirty) days of the completion of any trip taken. Except for meal and incidental expenses, no expense claimed shall be paid by AAFS unless it is supported by receipts or vouchers and approved by the appropriate approver. If the information is not available in that time frame, submit a written explanation with the claim to provide the approver with adequate information for decision-making.
- .04 No Board Member or employee seeking approval for his or her own travel shall participate in the decision as to whether or not travel should be granted.
- .05 The Executive Assistant on behalf of All Board of Directors of AAFS will complete and submit Expense Claim Forms to the Executive Director as soon as possible before the completion of the trip taken.
- .06 Except where an accountable advance has been provided, staff members or Directors of AAFS may apply to the Executive Director for an accountable travel advance by submitting a request on a Travel Advance Form.

- .07 No travel advances may be granted to any Director, staff person or other authorized person who already has an outstanding travel advance, except for trips that are anticipated to cost more than the amount of the accountable advance.
- .08 Any travel advance received by any individual shall be considered to be a debt or obligation owed by that individual to AAFS and it must be accounted for by submission of a Travel Expense Claim form within the necessary time period set forth above. Any overpayment is also considered a debt owing to the organization and should be paid back immediately. If leaving employment with the organization, submit any claims for expenses before leaving.
- .09 For persons traveling on AAFS business, the payment for transportation incurred shall be made on the following basis:
- (a) if a personal automobile is used, a rate of 43.5 cents per kilometer shall be paid; this rate includes all costs associated with the vehicle to include gas, oil, repairs, wear and tear of vehicle, insurance, tires, maintenance and any other miscellaneous repair expenditures;
 - (b) mileage shall be calculated, wherever possible, by reference to the mileage chart attached as Schedule 8; and
 - (c) where public transportation including travel by air, taxi, bus, car rental, train or boat is utilized, the actual cost for such transportation shall be reimbursed provided that valid receipts are provided.
 - (d) Economy (coach) class travel will be the standard option, and Executive Director approval will be required for any other type of fare.
- .10 Meal allowances are available when business travel exceed two (2) hours and staff are more than one hour from their location of work, and/or for the following reason:
- (b) Commences prior to 7:00 a.m., an allowance for breakfast may be claimed;
 - (c) Involves being away from home between the hours of 12:00 noon and 1:00 P.M., an allowance for lunch may be claimed;
 - (d) Involves being away from home after 7:00 P.M., an allowance for supper may be claimed;
 - (e) Involves being away overnight, an allowance for incidental expenses may be claimed;
 - (f) Staff do not need to submit receipts to receive payment for meal expenses (just use the allowable limits provided); and
 - (g) staff who qualify to be paid for meals and incidental expenses as set out above shall be paid to the allowable limits as set by the Board of Directors:

Breakfast	Lunch	Supper	Total	Incidentals
\$10.70	\$10.45	\$29.35	\$50.50	\$10.00

For persons traveling on AAFS business or required to stay overnight while traveling, payment for accommodation shall be made on the following basis:

- (a) hotel costs will be actual costs per invoice submitted;
- (b) notwithstanding the foregoing, when the traveler uses private accommodation a rate of \$50.00 per night shall be paid;
- (c) the traveler is required in all circumstances to submit valid receipts in order to substantiate the claim for hotel accommodation;
- (d) if receipts are not provided as required, any amount advanced to the traveler for accommodation shall, after consultation between the Executive Director and the traveler, be deducted from any other amounts payable by AAFS to the traveler.

Exemptions to this Policy:

The Board of Directors of Anishinaabe Abinoojii Family Services shall be exempt from the necessity to provide receipts for meals, as they are not employees of the Agency. The Board of Directors will be credited with an allowance for meal costs incurred in the conduct of agency business based on the allowable meal expense rates set.

- .11 Where valid travel expenses have involved expenditure in U.S. currency, the exchange rate shall be calculated as follows:
 - (a) if a receipt verifies an exchange rate paid or payable by the traveler, that exchange rate shall apply;
 - (b) in all other circumstances, the rate in effect at the local TD Bank for exchange of Canadian currency for U.S. currency on the date of repayment to the individual shall apply; and
 - (c) all costs incurred in the United States will be converted to US funds, except mileage.
- .12 There will be no expense rates for meals provided to on-call workers, who are required to work above and beyond the 7 hour work day.

- .13 All persons attending AAFS Corporate business meetings on behalf of the corporation shall be provided the appropriate meal by the Corporation.
- .14 Staff will be provided meals at cost when required to work overtime upon submission of receipts.
- .15 When staff or Board members are required to be away from home overnight or for a significant period of time and incur babysitting costs, the Agency shall reimburse at a rate of \$25.00 per day/child to a maximum of four children and not to exceed \$100.00 per day.

.16 Meal Expenses – Clients

Anishinaabe Abinoojii Family Services believes it is not wise to encourage the expectation that workers will always take a client (child or adult) out for a meal/snack when visiting and AAFS does not encourage this practice. However, AAFS recognizes that there are circumstances where workers may purchase meals/coffee for clients. In cases where this is authorized by the Manager these expense will be reimbursed within the same limits as meal expenses, above. If a worker has doubt about whether an expense is appropriate, they should consult the Manager PRIOR to making the expenditure.

.17 Hospitality

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at agency expense to persons who are not employees of the Agency, except when hospitality is given as a measure of appreciation and incentive.

Hospitality is only to be extended by the Executive Director or Board of Directors with prior approval of the Executive Director. Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate agency business or is considered desirable as a matter of courtesy. Hospitality expenditures should be consistent with the status of the guest(s), the number of persons attending and the business purposed to be achieved.

Where hospitality events are extended by the agency and where guests include vendors or prospective vendors to the agency, managers are responsible for obtaining prior approval to ensure that the hospitality provided does not give, or is not perceived to give, preferential treatment to any vendor.

Acceptance of hospitality from vendors, current or prospective, may constitute a conflict of interest and may therefore be disallowed. Managers are responsible to ensure that employees are aware of their conflict of interest obligations.

Hosts must ensure that hospitality expense records include:

- The circumstances of the event (business purpose)
- The form of hospitality
- Cost supported by receipts
- Name and location of establishment
- Names, titles and companies or other attendees
- Approvals by appropriate individuals in the agency

.18 Recipients of Hospitality

Gifts of appreciation may be accepted if token in nature, valued at up to \$30.00. Gifts valued above \$30.00 must be justified and approved by the Manager or Director of the recipient. In all cases where hospitality is provided to agency staff or Board members, conflict of interest guidelines will prevail in determining whether such hospitality should be reasonably accepted. If in doubt, a worker should consult with their Manager.

.19 Guidelines for Exceptions

Any exceptions to this Policy **MUST** be approved by the Executive Director. The rationale for any exception must be fully documented on the claim/statement.

Review of Policy

This Policy will be reviewed within a four year cycle or sooner if necessary.

(Ministry Directive Broader Public Sector Expenses Directive, effective April 1, 2011)