



## POLICY

<b>1. Policy Title</b>	<b>262 TRAVEL, MEAL AND HOSPITAITY EXPENSES</b>
<b>1.1. Category</b>	200 Financial Management
<b>1.2. Sub-Category</b>	People and Culture
<b>1.3. Effective Date</b>	04/01/2021

### Purpose

Peel Children's Aid Society (Peel CAS) falls within the scope of the [Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25](#), and is subject to following the requirements set out in the [Broader Public Sector \(BPS\) Expenses Directive, 2020](#). The BPS Expenses Directive is issued by the Ontario Management Board of Cabinet and establishes rules where expenses are reimbursed from public funds.

### Application and Scope

The expense rules in this policy apply to any person in the agency making an expense claim, including the following:

- Board members;
- Employees; and
- Consultants and contractors engaged by the agency, providing consulting or other services.

Peel CAS will reimburse for all reasonable travel and miscellaneous expenses incurred by individuals stated above in the course of their work on behalf of the agency.

### Principles

This directive is based on four key principles:

#### Accountability

Peel CAS is accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses must be work related and support business objectives.

#### Transparency

Peel CAS is transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear and easily understood. The policy has to be posted on the Peel CAS website in accessible formats, so the expense rules are available to the public.

## **Value for Money**

Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety. Expenses must be modest and appropriate.

## **Fairness**

Legitimate authorized expenses incurred during the course of the business of Peel CAS are reimbursed. Expenses must strike a balance between economy, health & safety and efficiency of operations.

Peel CAS will not 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 and other claimants are obliged to familiarize themselves with this policy and to comply with it. They should seek clarification from their managers or respective authorized approvers if required. Managers or approvers are responsible for ensuring compliance with this policy and for taking remedial action if required.

## **Policy**

### **Standards**

#### **1. Non-Reimbursable Expenses**

##### **1.1. General**

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

- Recreational purposes (e.g. video rentals, mini-bars);
- Personal items;
- Traffic/parking violations;
- Social events that do not constitute hospitality;

##### **1.2. Consultants and Other Contractors**

Under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the policy or in any contract between Peel CAS and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including, but not limited to:

- Meals, snacks and beverages;
- Gratuities;
- Laundry or dry cleaning;
- Valet services;
- Dependent care;
- Home management; and/or
- Personal telephone calls.

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

### **1.3. Travel Incidentals**

Expenses incurred during travel must adhere to this policy. Items mentioned in 1.1 are not reimbursable during travel. Business related incidentals outlined below in section 4.2 of this policy will be reimbursed in line with this policy. Where there is uncertainty, prior approval should be obtained by the individual's manager/supervisor.

### **1.4. Regular Meetings**

The following events will not be eligible for reimbursement:

- Regular staff and/or committee meeting;
- Trainings at the agency; and/or
- Any meeting that only includes internal staff.

Refer to section 4.3 Meal Allowances for details where meal expenses may be eligible.

### **1.5. Team Socials**

Team meetings/meals which sole purpose is to socialize are not eligible for reimbursement.

## **2. Reimbursable Expenses – General**

### **2.1. Receipts**

Original detailed receipts (not photocopies) must be submitted with all expense claims. Credit card slips by themselves are not sufficient to support a claim for reimbursement.

In the event of missing receipts, an exception may be made at the discretion of the individual's manager or supervisor and only with appropriate documentation from the claimant that a receipt has been misplaced.

For all purchases made with a Peel CAS credit card, original receipts plus credit card slips, if applicable, must be submitted to accounting for reconciliation to the credit card statement.

Supporting documentation (e.g., travel requests, receipts etc.) must be attached to the reimbursement claim forms and will be retained for the same time and period as all agency accounts payable records.

### **2.2. Time Limit for Claims**

Peel CAS assumes no obligation to pay expenses submitted more than 90 days after the date they are incurred within a fiscal year. No claims can be submitted after April 10<sup>th</sup> for the previous fiscal year. Exceptions will be made on unexpected, approved leaves. Refer to the Travel Claim Payment Eligibility Chart for the appropriate fiscal year

### 2.3. Authorizations

Managers/supervisors approving expense claims are responsible for monitoring compliance with this policy. Expense approval limits are as defined in the Peel CAS's designated payment signing authority policy, and within the Delegation of Authority Table found in *Appendix A* of this Policy. The Board President or the Board Treasurer/Secretary as authorized by the Board President will approve the reimbursement or expenses for the Chief Executive Officer.

### 2.4. Guidance on Exceptions

Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this policy.

There are two mechanisms for exceptions. One is to address exceptional circumstances and the other is a one-time exception to account for the rare occurrence of forgotten or missed deadlines.

Extended Deadline: When an exception is required, claims can be submitted up to 180 days after the initial expense is incurred.

Important Date Limitation: Please note that this exception cannot extend beyond April 10 of the relevant year. Additionally, the exception cannot be used specifically for the April 10 deadline.

Exceptional Circumstances

Decisions whether to approve exceptional reimbursement must be reviewed on a case-by-case basis and approved by an employee's supervisor/manager.

Examples of exceptional circumstances include but are not limited to;

- Last minute personal/case emergencies
- Workload circumstances that are currently being addressed
- Connectivity or access challenges

All decisions made under the expense rules should be taken very carefully. Approvers are accountable for their decisions, which should be:

Subject to good judgment and knowledge of the situation;

Exercised in appropriate circumstances; and

In compliance with the principles and mandatory requirements set out in this policy and the expense rules.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

Able to stand up to scrutiny by the auditors and members of the public; and

Properly explained and documented

Fair and equitable

Reasonable

Appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

Where a supervisor/manager decides to exercise managerial discretion in making an exception and to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the expense claim.

#### One-time exception

Certain circumstances may occasionally prevent timely submission of expense claims within our standard 90-day deadline. These are for situations outside of the above noted exceptional circumstances.

There is a one-time exception policy for all employees during their tenure with our agency.

#### One-Time Exception Policy:

Usage: Each employee is entitled to use this exception once during their employment.

Flexibility: This exception can be applied at any time, for any reason.

Examples are: Forgot, calculated the date wrong, needed to make a change.

Approval Required: The usage of this exception is subject to final approval by the employees Service Director / Director.

We encourage you to consider these exceptions and policy as a safety net for unforeseen circumstances, rather than a routine option. It's designed to provide flexibility while maintaining the integrity, accountability, and efficiency of our expense management process. When considering the use of this exception, please consult with your supervisor/manager at the earliest opportunity to ensure compliance and approval.

### **2.5. Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this policy. Advances**

In general, Peel CAS does not extend advances. Where travel is expected to be of a longer duration (more than one day) a cash advance may be provided at the discretion of the Director of Finance, Property & IT. Under normal circumstances, travel advances from petty cash or in amounts lower than \$100.00 will not be provided.

### **2.6. Loyalty Programs**

Staff may participate in loyalty programs (i.e., frequent traveller programs) provided they select the most cost-effective means of travel.

### **2.7. General**

The most practical and economical way to travel (including accommodation) will be chosen in each circumstance, unless an exception is granted by the appropriate authority;

Normal travel related to a direct service or other Peel CAS business and within the agency's area of "geographical jurisdiction" does not require prior approval – such claims are approved after incurrence. Normal agency expense guidelines will govern reimbursement claims;

For purposes of this policy “geographical jurisdiction” is defined as Peel Region and to include bordering jurisdictions in close proximity, such as City of Toronto, Halton Region, York Region, Wellington, Dufferin, and Simcoe;

Travel outside Peel CAS’s jurisdiction but within Ontario requires prior approval from an employee’s immediate Supervisor/Manager;

Travel outside of Ontario but within Canada and to the US requires prior approval from the Chief Executive Officer. The most cost-effective method of travel must be chosen, while balancing efficiency in operations;

Requests for travel outside of Ontario must be in writing and include a written rationale to demonstrate that the purpose of the proposed travel is necessary for Peel CAS’s business; and that the requested travel arrangements (i.e.: transportation mode, accommodation, etc.) are cost-effective, including a detailed itemization of all expenses that will be incurred; and

In case of travel for escort of children, procedures as governed by General Service Standards 113.01 should be followed.

Expense claims for travel incidentals must follow this policy. Travel incidentals that do not follow policy but incurred during travel will not be reimbursed (i.e., alcohol).

## **2.8. Medical/Health Expenses**

Employees will not be reimbursed for the cost of privately arranged medical/health insurance for travel within Canada since coverage in the event of illness, injury or death is provided through the agency health insurance plan.

For travel outside Canada, employees will be reimbursed for the cost of privately arranged medical/health insurance, and vaccinations/inoculations as recommended by a physician for travelling in the destination country.

## **2.9. Automobile**

When road transportation is the most practical, economical way to travel, the order of preference is:

- Peel CAS vehicle
- rental vehicle
- personal vehicle, if it is more economical than a rental vehicle

If you travel frequently as part of your job, these arrangements should be made when you are hired.

Use of a personal vehicle must be discussed in advance with your approver. Peel CAS assumes no financial responsibility for the use of your own vehicle other than paying the kilometeric rate.

### **2.9.1. Peel CAS Vehicles**

Peel CAS vehicles may be:

- used only for Peel CAS business; and

- operated only by individuals with a valid Ontario driver's license for the appropriate class of motor vehicle.

You can have a passenger in a Peel CAS vehicle only if the passenger's travel is related to Peel CAS business.

Peel CAS employees, appointees and consultants should follow the rules approved by Peel CAS.

Employees must first reserve a Peel CAS vehicle through the Property and Facilities Department (Refer to Policy 263 Fleet Management and Use of Other Road Transportation for more information).

### **2.9.2. Vehicle Rentals**

If a Peel CAS vehicle is not available, employees are required to rent cars through Peel CAS's preferred vendor when a car rental is a more reasonable alternative after balancing factors such as weather, economy, health & safety and efficiency of operations. Vehicle insurance should also be purchased at the time of rental. Rental arrangements should be made with approved vendors.

The size of the rental car is not to exceed a mid-size car. Upgrades to full size cars are permitted if the rate charged does not exceed mid-size car rental rates.

Exceptions are to be documented and approved in writing. In no case will luxury or sports car rentals be reimbursed.

The rental car must be refuelled before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.

### **2.9.3. Personal Vehicle Use**

Peel CAS assumes no financial responsibility for personal vehicles. Peel CAS will, however, pay the kilometric rate if you are, with prior approval, using your own vehicle for Peel CAS business.

If you are driving more than 200 kilometers (about 124.27 mi) in a day, you should consider using either a Peel CAS or a rental vehicle.

If using a personal vehicle, keep daily logs to track the business use.

Any exceptions will require prior approval from a Manager/Supervisor or Director. The approved exceptions email must be attached to your travel claim.

### **2.9.4. Kilometre Reimbursements Rates**

All staff, volunteers, foster parents and students will be reimbursed for mileage expenses for the use of their personal vehicles for Peel CAS business at the following per kilometer rates.

Effective October 25, 2023: \$0.59

As of April 1, 2024: \$0.60

As of April 1, 2025: \$0.61

Mileage claims are to be submitted on the approved expense claim form and approved by the person's supervisor or program supervisor.

The claims must include the following information:

- Case name / number or purpose of travel;
- Starting address (or institution name);
- Ending address (or institution name);
- Km's travelled; and
- Date of travel.

Reimbursement will be paid for:

- All distances between the locations of first and last work appointments; and/or
- Distances to location of first appointment from home or from location of last appointment to home, after deducting the distance from home to location of regular office.
  - Example 1: Person A lives 8 km from the office. The drive to the first client is 20 km and the drive home from the last client is 25 km. They are eligible for:
    - 20km-8km = 12 km for the trip to the first client.
    - All appointments thereafter.
    - 25km-8km = 17 km for the trip home from the last client.
  - Example 2: Person B lives 15 km from the office. The drive to the first client is 10 km and the drive home from the last client is 5 km. They are eligible for:
    - 0 km for the trip to the first client as it is less than the distance to the office.
    - All appointments thereafter.
    - 0 km for the trip from the last client as it is less than the distance to the office.

For longer trips (over 100km one-way for a single trip between the locations of two work appointments), both the claimants and the approvers have to ensure that the kilometres claimed are reasonable relative to distances indicated by internet mapping programs, or Peel CAS's list of standard distances between some common locations.

### **2.9.5. Vehicle Insurance**

Only employees with valid drivers' licenses are authorized to drive their own or other vehicles in the course of Peel CAS business. Personal vehicles used for Peel CAS business must be insured at the vehicle owner's expense for personal motor vehicle liability.

Vehicle insurance must be purchased for car rentals.

Insurance coverage in respect of using employee automobile for agency business is governed by Insurance Programs Policy and Procedure.

### **2.9.6. Accident Reporting**

All accidents that occur to an automobile in the course of agency business must be reported according to the procedure laid down in Insurance Programs Policy and Procedure.

### **2.9.7. Use of ETR**



Employees will not be reimbursed for the use of the 407 ETR route. Any exceptions will require prior approval from a Manager/Supervisor or Director. The approved exceptions email must be attached to your travel claim.

#### **2.9.8. Parking**

Reimbursement is provided for necessary and reasonable expenses related to parking meters, bus tickets, subway tokens and highway toll charges (non-electronic toll such as in US) will be reimbursed, when driving on government business

Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed.

There is no reimbursement for traffic or parking violations.

#### **2.9.9. Taxi/Ride Share travel**

Where practical, local public transit/hotel shuttles must be used. Receipts for reimbursement are not required.

Where other means of travel are not available or practical, taxi/ride share travel will be reimbursed only with receipts.

#### **2.10. Rail Transportation**

Travel by rail (coach class) is permitted when this is the most practical and economical way to travel. Economy (coach) class is the standard option for rail transportation, and an appropriate level of approval should be required for any other type of fare (e.g. business class or VIA1). Considerations for making decisions should be based on circumstances such as accommodation, length of travel, health and safety considerations, etc.

#### **2.11. Air Transportation**

Travel by air is permitted when this is the most practical and economical way to travel. The standard is economy class. Travel in fare classes above economy class will only be reimbursed at the economy class rate.

### **3. Other Travel Expenses**

#### **3.1. Accommodation**

Reimbursement for hotel accommodation in Peel CAS's geographical jurisdiction area will not normally be made. Exceptional or emergency situations may arise where personnel who reside out of town are required to remain in Peel CAS's jurisdiction overnight – for example extended meeting on urgent and important business, large IT projects, etc. and these may be approved at the Manager's/Supervisor's discretion.

For any overnight accommodation, manager/supervisor approval must be secured prior to the expenditure.

Reimbursement will be made for single accommodation in a standard room and no reimbursement will be made for suites, executive floors or concierge levels.

Private stays with family and friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging is allowed. No receipt is required.

For extended stays out of town at a single location, long term accommodation must be approved by the Director of Finance, Property & IT, to take advantage of lower weekly or monthly rates. This may include the rental of a housekeeping facility.

### **3.2. Incidental Expenses**

#### **3.2.1. Gratuities and Other Incidentals**

Reasonable gratuities for meals (up to 20%) and taxies (up to 10%) will be reimbursed, so long as the total amount, including gratuities, does not exceed the meal allowances identified in section 4.3 of this policy. Likewise reasonable expenses related to parking meters, bus tickets, subway tokens and highway toll charges (non-electronic toll such as in US) will be reimbursed. Expenses related to 407 use is not permitted as per section of 3.3.7 of this policy. A record of the total expense, including any gratuities is required to support reimbursement.

In the case of training, conference or meeting, the total cost of meals and incidentals (i.e., tips) shall not exceed the meal allowances identified in section 4.3 of this policy (i.e., a maximum of \$45.00 per day).

#### **3.2.2. Calls to Home**

Reimbursement will be made for reasonable costs for necessary personal calls home for each night away. Peel CAS will also reimburse reasonable personal long-distance calls incurred due to working out of the Peel Region local calling area on Peel CAS business (e.g., call home long-distance for working late).

#### **3.2.3. Additional Business Expenses**

While travelling on Peel CAS business, additional business expenses may be incurred not otherwise specifically contemplated in this policy. Such reasonable expenses such as business calls, air/rail phones, computer access charges, photocopying, fax expenses will be reimbursed with receipts.

### **3.3. Meal Allowances**

Meal Costs will be reimbursed when an employee is:

- Accompanying a child-in-care and has no option but to eat with the child, (e.g. at court, en route to a pre-placement visit etc.);
- Must work in the evening on an unplanned emergency basis;
- Attending a full day of training, conference, or meeting within the Peel Region (outside Peel CAS facilities); and
- Attending a full or half-day of training, conference, or meeting outside the Peel Region.

Meal costs will **NOT** be reimbursed when an employee is:

- Attending a full day of training, conference, or meeting within the agency offices;
- Attending a half day of training, conference, or meeting within the Peel Region; and
- Any meals included as part of the charge for the workshop or conference, regardless of area.

Reimbursement for the cost of meals is subject to the following meal allowances (inclusive of taxes and gratuities);

Breakfast	\$8.00
Lunch	\$12.00
Dinner	<u>\$25.00</u>
Maximum Daily Total	\$45.00

These meal allowances will be administered as follows:

- If claiming 2 or 3 meals in a day for yourself, the daily maximum applies (with reasonable deviation from the per meal allowance and receipts must be submitted);
- Receipts are required for meal expense claims; and
- These allowances apply to all meals claimed by staff, including those for CIC.
- Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

**Note:** Detailed receipts are required for all claims that are submitted. Credit card receipts alone are not sufficient.

In limited and exceptional circumstances (e.g., health or dietary considerations – e.g., kosher, halal, or vegan meals – limitation on options available, etc.) where a meal expense is higher than the meal reimbursement rate, the actual cost of the meal may be reimbursed. Where these circumstances are anticipated, prior approval is required from a Director/Service Director.

### **3.3.1. Extended Working Hours**

Peel CAS staff may experience situations where they are required to work longer hours than normal (i.e., over 7 working hours in one day). In this situation, staff may be permitted to expense a meal (i.e., dinner within the allowance identified in section 4.3).

### **3.3.2. Working Lunches**

Peel CAS may schedule meetings, training or other activity that occur over a lunch period within the office. Peel CAS should aim to schedule meetings to avoid the lunch hour, or if the meeting occurs over a full day, offer a break for lunch. On occasion, there may be a requirement for attendees to work through their lunch hour. On such occasions, the agency may choose to:

- Provide lunch; or
- Reimburse the cost of lunch according to the guidelines in this procedure;

Should lunch be provided or reimbursed, Peel CAS should follow the meal allowances per person as identified in section 4.3 of this Policy. A decision will be provided to all staff that are in or will be attending the meeting prior to the meeting. Such arrangements are to be approved by a Director.

### **3.3.3. After Hours Business Meetings**

On occasion, staff and volunteers including board members may be required to attend a business meeting or training that is outside the normal business hours (i.e., 9:00 am to 5:00 pm EST). In these circumstances, refreshments such as coffee, water, or a reasonable meal may be approved by a Director as a business expense that is more efficient than providing a break during the meeting.

The following events will not be eligible for reimbursement:

- Regular staff and/or committee meeting;
- Trainings at the agency; and/or
- Any meeting that only includes internal staff.

Any exceptions to the above requires prior approval from a Director.

### **3.3.4. Branch/Team Planning Days**

A Branch/Team Planning Day is a full day event, attended by internal Peel CAS staff that occur within the Peel CAS facilities. Branch/Team Planning Days must have a work/business purpose planned for in advance and is not a social event. For example, strategic planning sessions, or budgeting sessions are business purposes where a Planning Day may be scheduled. Regularly scheduled internal/departmental staff meetings, trainings, social events or parties attended only by Peel CAS Individuals are not considered a Planning Day. Each Branch/Team is eligible to conduct one (1) Planning Day per calendar year.

Branch/Team Planning Days would not be considered regular staff meetings and are eligible for reimbursement per the meal allowance guidelines in section 4.3 of this policy.

Prior approval must be obtained from a Director.

Only the Director(or designate) of the Branch/Team may be reimbursed for the expenses related to the Branch/Team Planning Day.

## **3.4. Child in Care Expenses (Cross Reference: Expense Reimbursement Policy and Procedure)**

As we share in the protection and nurturing of children, occasionally an employee may incur out of pocket expenses on behalf of a child in care or oneself. When these expenses are above and beyond the normal expenses which any employee incurs in the normal course of employment, they will be reimbursed in accordance with the following rules:

### **3.4.1. Meal costs for a child in care (per section .3.4).**

Expense costs for children on independence are provided only for the following situations:

- Holiday allowance (announced annually and separate from the board cheque); and/or
- Birthday present gift or cheque (see Birthday Gifts for Children in Care memo).

Cost for children in outside facilities is provided only for the following situations:

- Holiday allowance (announced annually and separate from the board cheque);
- Holiday cards sent to children in outside care facilities;

- Costs (meals, gifts etc.) related to children not in care are generally NOT eligible for any reimbursement except for meal costs related to children who are the temporary responsibility of staff and involved in an intake or abuse investigation, an outpatient assessment, attendance at a current ongoing court hearing, airport supervision, or an unplanned emergency situation;
- Any cost related to gifts to, or expenses of, other service providers are NOT eligible for any reimbursement.

Any exception to the rules and procedures must be preauthorized by a Director.

### **3.4.2 Meal costs for Affinity groups (i.e. We belong, Saya)**

Staff members in Affinity groups who incur meal expenses must adhere to the guidelines set forth in this policy to determine the eligibility of their expense claims.

For meals provided to children participating in Affinity group events or activities at the Peel CAS building, the established guidelines and spending limits outlined in section 3.3 of this policy apply.

However, there are two notable exceptions to these limits for specific events, subject to prior approval from the Manager of Diversity, Equity, and Inclusion:

- The Summer BBQ Celebration
- The Winter Cheer Event

In these instances, children and staff may exceed the standard spending limit, ensuring that these celebratory events are both inclusive and enjoyable.

## **4. Corporate Credit Cards**

Corporate credit card purchases must be substantiated by detailed receipts provided to accounting for reconciliation of the credit card statement. A credit card slip is not deemed sufficient detail.

When two or more agency staff members with corporate credit cards incur meal related expenses for business purposes at the same time, the most senior individual's corporate credit card must pay.

Use of corporate credit cards should follow [Credit Card Policy 261](#).

### **4.1. Hospitality**

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at Peel CAS to people who are not engaged in work for Peel CAS.

Provision of the above-named items as incentive and appreciation (e.g. staff recognition, to persons who are engaged in work for Peel CAS is governed under a separate human resources policy ([P&C Policy 1105](#) and [1108](#))). Events that are not for incentive and appreciation purposes and involve only those people

engaged in work for the agency are not considered a hospitality event and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this policy. Examples would be: office social events, retirement parties and holiday lunches.

Hospitality should be extended in an economical, consistent and appropriate way when it will facilitate Peel CAS business or is considered desirable as a matter of courtesy. Hospitality expenditures should minimize costs but be consistent with the status of the guest(s), the number of persons attending and the business purpose to be achieved.

Where hospitality events are extended by Peel CAS and where guests include vendors or prospective vendors to Peel CAS, managers/supervisors 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/supervisors are responsible to ensure that employees are aware of the conflict-of-interest obligations. (Cross reference: Conflict of Interest Policy and Procedure).

Gifts of appreciation may be accepted if token in nature, valued at up to \$30.00. Gifts valued above \$30.00 must be graciously and respectfully declined. If acceptance is unavoidable, it will be reported to the Director who will determine the appropriate action.

Peel CAS hosts must ensure that hospitality expense records include:

- The circumstances giving rise to the hospitality (business purpose);
- The form of hospitality (breakfast, lunch, dinner, reception, refreshments etc.);
- Cost supported by receipts;
- Name and location of establishment (agency facility or other);
- Names, titles and companies of attendees, including agency persons; and/or
- Advance approval by a Director (for total expenses under \$5,000) or Chief Executive Officer (for total expenses of \$5,000 and up). Support and recommendation for approval is required from Director of Communications & Service Relations for a hospitality proposal with total expenses greater than \$5,000.

## **5. Responsibilities of Claimants**

In arranging travel, all claimants must:

- Consider alternatives to travel such as teleconferencing and videoconferencing and obtain approvals from appropriate authorities for travel;
- Use service providers designated by Peel CAS where appropriate;
- Request and accept lowest common carrier fare;
- Use the corporate charge card to prepay hotel accommodations where possible;
- Supply an itinerary to and notify their manager/supervisor of any changes so that travellers may be contacted in an emergency; and/or

- Cancel hotel bookings prior to 6:00 p.m. to avoid no-show charges where possible.

In making claims, including travel claims, all claimants must:

- Obtain all appropriate approvals before incurring expenses;
- Submit original, itemized receipts with all claims;
- Provide descriptions for all expenses claimed;
- Identify GL/Account codes for each expense item for proper accounting;
- Provide explanations for unusual expenses;
- If the information above is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making;
- Submit claims on a timely basis – expenses filed later than 90 days post incurrence will no longer be the agency's responsibility;
- Repay any overpayments – it is considered a debt owing to Peel CAS; and/or
- If leaving employment with Peel CAS, submit any claims for expenses before leaving Peel CAS.

## **6. Responsibilities of Approvers**

In arranging travel, all approvers must:

- Determine and authorize when business travel is necessary;
- Ensure that travel arrangements are consistent with this policy; and
- Consult with the employee to ensure travel arrangements accommodate both their needs and interests and Peel CAS's travel policies

In approving claims, including travel claims, all approvers must:

- Not approve their own expenses;
- Ensure that expenses for a group can only be claimed by the most senior person present at the same event;
- Provide approval only for expenses that are necessarily incurred in the performance of Peel CAS business and are consistent with this policy;
- Provide approval only for claims that include all appropriate documentation, including appropriate receipts to support expense claims;
- Ensure that unusual items are appropriately explained, or proof is given of prior approval; and
- Ensure that all workers and claimants are aware of the conflict-of-interest guidelines.

## **7. Gifts of Appreciation Provided by the Society:**

The Society may incur an expenditure to support an organization or an individual within that organization with whom the Society has a continuing service relationship where that expenditure would be viewed as supportive and enabling a continuation of that service relationship.

Examples of community relationship expenditures would include flower arrangements sent to commemorate a significant event (e.g., death of an immediate family member, achievement), honorariums for those helping to coordinate/deliver a community event, the purchase of tickets to attend a community event hosted by that organization and participation in an event or activity that supports that organization.

The CEO provides prior approval of all Community Relationship expenditures.

## **7. Honorariums:**

Honorariums may be extended to persons who are not employees of the Society in exchange for services such as speaking engagements and training. Honorariums must be approved by the appropriate director.

### **Related Policy and Procedure**

#### **References**

References related to this policy are linked below.

[Travel Claim Payment Eligibility Chart 2023-24](#)



**7.1. Revision History and Approvals**

The following is a history of revision to and approvals of this policy.

Original approval date: (effective date Apr 1, 2007)	3/23/2007	Approved by:	Senior Management Team
Revision date:	04/01/2008	Approved by:	Senior Management Team
Revision date:	07/01/2008	Approved by:	Senior Management Team
Revision date:	04/01/2011	Approved by:	Senior Management Team
Revision date:	05/16/2012	Approved by:	Senior Management Team
Revision date:	4/5/2015	Approved by:	Senior Management Team
Revision date: (effective date Aug 1, 2017)	06/04/2017	Approved by:	Senior Management Team
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**Appendix A: Delegation of Authority for Business Travel and Other Expenses**

Eligible expenses incurred for business and related travel include meals, accommodations, transportation, and other travel expenses (e.g. business calls), in alignment with Policy 262 Travel, Meal And Hospitality Expenses. Written approval by employee’s immediate manager/supervisor is required before expenses for travel are incurred. All travel expenditures for training and development should be included in the business areas/employee’s Learning and Development plan.

Claims must be supported by original, itemized receipts. Claims of personal or recreational items will not be reimbursed.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Hospitality is the provision of food, beverage, accommodation, transportation, and other amenities at public expense to persons who are not engaged in work for the Ministry.

Hospitality may be extended in an economical and consistent manner when:

- it can facilitate society business; and
- It is considered desirable as a matter of courtesy or protocol

Functions that are only for people who work for the society are not considered hospitality functions.

Responsibility	Financial Limits	Executive Spending Authority	Restrictions
Authorize regular business travel and related expenses	\$10,000 and over	Chief Executive Officer	Written approval by employee’s manager/supervisor is required before expenses for travel are incurred.  CEO expenses require Board approval  CEO approval is required for travel outside Ontario
	Under \$10,000	Director of Finance, Property & IT	
	Under \$5,000	Director/Service Director (other than Finance)	
	Under \$1,000	Manager/ Supervisor	
Authorize professional membership fees	Any Value	Board President, Chief Executive Officer, Director of Finance, Property & IT	Prior approval from the Director, People & Culture is required
Authorize hospitality expense	\$10,000 and over	Board President and Chief Executive Officer	Approval in writing is required before expenses are incurred  Expenses must be for society business only and not for social events  A society facility, if there is one available and appropriate, should be considered before using an external venue where a charge will be incurred.
	Under \$10,000	Chief Executive Officer	
	Under \$5,000	Director of Finance, Property & IT	