
TRAVEL AND INCIDENTAL EXPENSES

1. Staff are reimbursed for approved incidental expenses incurred while conducting organizational business.
2. Consultants and other contractors cannot claim reimbursement for incidental expenses unless specifically detailed in their contract with the organization.
3. Supervisors are prohibited from approving any of their own expenses.
4. Expenses for a group (e.g. lunch) can only be claimed and authorized by the most senior staff member attending.
5. Expenses for alcohol cannot be claimed and will not be reimbursed.
6. Authorized Travel Expense Reports are to be submitted monthly or within 30 days of travel to the Finance Department for reimbursement once authorized by the appropriate supervisor. Travel Expense Reports which are not submitted within this timeframe may **not** be reimbursed.
7. Original and itemized receipts must be provided for all out of pocket expense claims. If using public transit, a transfer will be accepted as a receipt.
8. Kilometer and maximum per diem meal allowances are established on a regular basis. Current rates are available from Human Resources.
9. Kilometer allowances are payable only for travel while on organizational business in personal vehicles.
10. Reimbursement is not provided for travel to and from work. Departures from home to a business location other than an employee's regular work location, must have the regular travel distance from home to work, or vice-versa, deducted from the total kilometers travelled.

Approved: May 19, 2011 in keeping with Government of Ontario, Management Board of Cabinet, Broader Public Sector Expenses Directive

Reviewed and/or Revised September 2017