F-022 Expenses Eligible for Reimbursement

Manual:	1 - CLH DSS Policies	**Section:**	Finance
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Approved:	2026-11-19, 2026-11-19	**Approved:**	2026-11-19, 2026-11-19
Approver:	Colleen Kelly, approver	**Approver:**	Colleen Kelly, approver
Title:		**Title:**	Executive Director

POLICY

CLH Developmental Support Services (CLH DSS) reimburses reasonable, necessary, and properly authorized out-of-pocket expenses incurred in the performance of CLH DSS business. All expenditures must demonstrate accountability, transparency, and prudent use of public funds.

PURPOSE

This policy establishes clear guidelines for incurring, submitting, and approving expenses to ensure:

- Accountability: All reimbursed expenses support CLH DSS objectives.
- Transparency: Rules are clear, accessible, and consistently applied.
- Value for Money: Expenses are economical and necessary.
- Fairness: Legitimate, authorized expenses are reimbursed promptly.

SCOPE

This policy applies to all employees, volunteers and students engaged in CLH DSS business.

DEFINITIONS

Eligible expenses – costs incurred while on CLH DSS business (e.g. meals, mileage, parking).
Reasonable – costs that reflect standard market rates and avoid luxury or excess.
Business purpose – Activities that advance CLH DSS objectives.

PROCEDURE

GENERAL GUIDELINES

Employees must obtain pre-approval from their immediate Supervisor or Manager prior to incurring expenses on behalf of CLH DSS.

For higher-risk or discretionary expenses, written pre-approval is required. This includes:

- Out-of-town travel
- Accommodation
- Conferences, training, or seminars
- Any single expense over $500

Routine, role-based expenses (e.g., mileage for regular travel between CLH DSS locations or other recurring operational activities) do not require individual documented pre-approval, provided they are:

- Within the normal scope of the employee's duties
- Reasonable, necessary, and consistent with this policy
- Approved as part of the employee's ongoing responsibilities

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Supervisors and managers are responsible for ensuring that required pre-approvals have been obtained and that all expenses are reasonable, necessary and compliant with this policy. Finance reserves the right to request evidence of pre-approval as part of its review process. Failure to obtain required pre-approval may result in denial of reimbursement.

Travel and expense reports will be submitted, approved and paid for through Dayforce via the bi-weekly payroll. The travel and expense claim period is from the first day to the last day of each month and the travel and expense form must be uploaded to Dayforce by the submission date as outlined in the annual mileage and expense schedule posted on SharePoint.

Travel and expense claims are made electronically on a Travel & Expense Claim Submission (available on SharePoint), accompanied by receipts and appropriately authorized. In general, Supervisors approve employee expenses, Managers approve Supervisor expenses, Directors approve Manager expenses, the Executive Director approves Director expenses and the Director of HR approves the Executive Director's expenses.

An expense claim is approved only when accompanied by appropriate itemized original receipts. Credit card receipts/ debit card receipts are not sufficient. In the absence of an itemized receipt, a written explanation of why the receipt is unavailable must be submitted and a description itemizing and confirming the expenses must be provided. Repeated lost receipt claims may be subject to additional review or denial. CLH DSS reserves the right to request additional documentation or deny unclear or incomplete claims.

Approved expenses are added to the employee's pay cheque (or, in certain circumstances, may be paid via EFT).

An employee cannot approve their own expense.

No expense claim is accepted if it is more than 60 days old.

Group expenses should only be incurred where they are necessary for a business purpose and individual reimbursement is impractical. The claimant must provide the names of attendees, their relationship to CLH DSS and the business purpose of the expense.

All traffic, parking or other tickets are the responsibility of the employee. When the ticket is attached to a CLH DSS vehicle, vehicle logs will be used to determine which employee was driving. That employee will be responsible for paying the fine.

TRAVEL GUIDELINES

- Where possible, audio or video conferencing should be used as an alternative to travel.
- Travel should be by the most practical and economic means. Where air or rail travel is required, economy (coach) class is the standard.
- Reasonable accommodation with a standard room is the set option.
- When a personal vehicle is used, mileage is paid out at the kilometer rate per the Collective Agreement.
- Carpooling with other CLH DSS employees is encouraged.
- If a rental vehicle is required, it is to be the smallest size that fits the number of people traveling. To ensure proper insurance coverage, all drivers must be listed on

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the rental contract.
- A parking receipt is required at all times, unless at a parking meter.

MILEAGE
Employees who use their personal vehicle for authorized CLH DSS business may claim mileage reimbursement at the rate established in the applicable Collective Bargaining Agreement.

Mileage is reimbursable only for authorized business travel. Mileage claims should be calculated using the most direct and practical route travelled.

Travel between an employee's home and regular work location is considered normal commuting and is not reimbursable.

Where an employee is required to travel directly from home to another CLH DSS location or other approved business destination, mileage reimbursement will be limited to the business travel distance in excess of the employee's normal commute.

Approved remote work arrangements do not automatically change an employee's designated regular work location for mileage reimbursement purposes.

Employees are responsible for ensuring their vehicle is properly licensed, insured and maintained in accordance with applicable laws.

Supporting documentation may be requested to verify mileage claims.

In addition to mileage, reasonable parking and toll charges incurred for authorized business travel may be reimbursed when supported by receipts and approved through the expense claim process. Employees should consider the most practical and cost-effective travel option. Routine use of toll highways for personal convenience may not be reimbursed. The toll highway should provide a clear business benefit.

For mileage related to training, please refer to policy G-023 Compensation for Training and Development.

MEAL ALLOWANCES
Employees travelling on authorized CLH DSS business may claim reimbursement for meals in accordance with the meal allowance rates established in the applicable Collective Bargaining Agreement.

Meal allowances are the maximum reimbursement amount and include all applicable taxes. Gratuities are reimbursable to a maximum of 15% of the pre-tax meal cost. Any gratuity in excess of 15% is the responsibility of the employee. Itemized receipts must be submitted with the expense claim. If the actual cost exceeds the applicable meal allowance, reimbursement will be limited to the maximum amount permitted under the Collective Bargaining Agreement.

Employees are expected to make use of meals provided as part of a conference, training session, meeting or other business event. Reimbursement will not be provided for an

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alternative meal where a meal has been supplied as part of the event, except where dietary restrictions, medical needs or other reasonable circumstances prevent the employee from utilizing the provided meal. Any exception must be documented on the expense claim.

Employees are expected to make economical choices when selecting meals. Premium or luxury dining should be avoided. Modest exceptions may be approved by a manager where reasonable and justified due to location, availability or business circumstances. The rationale for any exception must be documented on the expense report.

ALCOHOL

Employees travelling in the normal course of their business will not be reimbursed for the cost of alcoholic beverages.

There are circumstances when alcoholic beverages may be required for donor/customer entertainment, fundraising activities or social events:

- Alcoholic beverages cannot be charged to ministry-funded programs.
- Written prior approval of the Executive Director is required for the reimbursement of alcoholic beverages.

INCIDENTAL / OTHER EXPENSES

All other expenses incurred by the employee on CLH DSS business must have the prior approval of their immediate Supervisor and receipts must be submitted to claim the expense.

- Miscellaneous expenses which would not otherwise be incurred by an employee such as taxi and public transportation are eligible for reimbursement.
- Items that should reasonably be procured through standard purchasing processes should not be expensed unless there is solid business rationale (i.e. emergencies).

SUPPORTED INDIVIDUALS

At no time should a supported individual pay expenses directly for a staff member. After proper authorization from their supervisor, a staff can submit an expense claim for authorized expenses noted above.

Staff should not use personal funds or personal credit cards to purchase goods or services on behalf of supported individuals except in emergency situations where no reasonable alternative exists. Any such purchase must be reported to a supervisor immediately and supported by documentation explaining the circumstances. Please contact Finance, who will provide staff with alternative options.

PERQUISITES

The term perquisites, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

CLH DSS does not provide perquisites and this is required to be disclosed on the CLH DSS website.

The following are not considered perquisites when required for legitimate business purposes:

- Modest hospitality provided during meetings or training sessions
- Working meals during approved business travel
- Parking required for business activities
- Accommodation required for approved travel
- Protective equipment or safety-related items

COMPLIANCE AND CONSEQUENCES

Failure to comply may result in:

- Denial of reimbursement
- Recovery of costs where permitted by law
- Disciplinary action for repeated violations

EXAMPLES OF ELIGIBLE EXPENSES

- Meals (within set allowances)
- Mileage and transportation
- Parking fees
- Accommodation (standard room)
- Miscellaneous business-related costs (e.g. taxi, public transit)

EXAMPLES OF NON-ELIGIBLE EXPENSES

- Alcohol (except with Executive Director pre-approval for donor/customer events)
- Personal entertainment or leisure activities (including mini-bar purchases, hotel movie rentals, personal toiletries, etc.)
- Luxury upgrades (e.g. first-class travel, premium hotel rooms)
- Traffic or parking fines
- Expenses without itemized receipts or more than 60 days old
- Personal telephone or internet charges
- Costs resulting from failure to plan appropriately, including avoidable cancellation fees, missed transportation, or late booking charges may not be reimbursed unless circumstances beyond the employee's control can be demonstrated.

EXCEPTIONS

Exceptions to this policy are expected to be rare and must be approved in advance wherever possible. The approval, rationale and supporting documentation must be retained with the expense claim.

RESPONSIBILITIES

Employees:

- Ensure expenses are reasonable, necessary, and supported
- Submit claims within timelines

Supervisors/Managers:

- Ensure expenses comply with policy
- Verify business purpose, appropriateness and reasonability

Finance:

- Review claims for compliance
- Process reimbursements and flag exceptions

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COMMUNICATION
This policy is to be communicated with all CLH DSS staff and posted on the CLH DSS website.

EVALUATION
This policy will be reviewed every two years by the Director of Finance.

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