Expense Policy

Scope

This policy applies to all Staff, Board members and volunteers.

This policy also applies to contractors or temporary personnel when explicitly authorized by the Chief Executive Officer (CEO).

Definitions

Authorized travel: travel that is contemplated and approved in establishing the annual budget.

Travel expenses: mileage, air or rail travel, car rental, accommodations

Policy

Travel expenses will be reimbursed in full for authorized travel.

Car mileage expenses will be reimbursed for authorized travel at a standard rate $0.40/km.

Mileage claims must include the date, purpose of travel, and total kilometres driven.

Meal allowance will be up to $50.00 per days ($10.00 – Breakfast; $15.00 – Lunch; $25.00 – Dinner).

Partial per diems must be claimed when only some meals are provided. Alcohol is not reimbursable unless approved by the Chief Executive Officer as part of partner or sponsor entertainment, or staff social event.

Staff or a Board member when entertaining sponsors, partners and others is reimbursable in full to the extent authorized with itemized original receipts and with the prior approval of the Chief Executive Officer.

A brief business purpose description and list of attendees must accompany the request.

Board approved last: August 19, 2026
To be reviewed by: July 2029

Operational Procedures

Booking for air travel, car rentals and accommodations are to be organized by the office, unless otherwise approved by the Chief Executive Officer. All bookings must be made using preferred vendors when available.

Air travel must be booked at economy level and is to be arranged sufficiently in advance to take advantage of maximum discount fares. Car rentals will be for compact-sized cars (unless otherwise approved by the Chief Executive Officer).

Per diems for meals may only be claimed if meals are not provided. When meals are partially provided, the corresponding portion of the per diem must be deducted.

Volunteers are encouraged to stay with host organizers or friends.

Volunteers may request hotel accommodations without penalty if personal comfort, safety, accessibility, or privacy concerns arise.

Otherwise, authorized accommodations costs will be reimbursed. Accommodations will be booked based on one person per bed (shared accommodations). Single occupancy bookings may be made from time to time with the prior written approval of the Chief Executive Officer, or the Board Chair in the CEO's absence.

Hotel rates should not exceed standard government or negotiated rates unless pre-approved.

From time to time, a volunteer or staff may incur expenses not budgeted. Those out-of-pocket expenses will be reimbursed within the guidelines in this policy.

Any unbudgeted expense over $100 requires prior written approval from the department manager/director or the Chief Executive Officer.

Claims must be made using the Row Ontario expense claim form. Itemized receipts must accompany the expense claim form before the claim will be processed, except for reimbursement for mileage and meal per diem. In the event a receipt is lost, a signed attestation form can be submitted in lieu of the receipt.

Claims must be submitted within 30 days of incurring the expense. Claims submitted after 30 days may be denied unless approved by the CEO. Year-end claims must be submitted within timelines required for audit compliance.

Fraudulent claims may result in disciplinary action.

Last reviewed: June 10, 2026