

Scope

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

Policy

- TEP1.0 Travel expenses will be reimbursed in full for authorized travel. Authorized travel is that which is contemplated and approved in establishing the budget for the fiscal year.
- TEP2.0 Car mileage expenses will be reimbursed for authorized travel at a standard rate \$0.40/km.
- TEP3.0 Meal allowance will be up to \$50.00 per days (\$10.00 – Breakfast; \$15.00 – Lunch; \$25.00 – Dinner).
- TEP4.0 Staff or a Board member when entertaining sponsors, donors and others is reimbursable in full to the extent authorized upon submission of original and with the prior approval of the Executive Director.

*Board approved last: June 12, 2018
Review date: June 12, 2018*

Operational Procedures

- 1.0 Booking for air travel, car rentals and accommodations are to be organized by the office, unless otherwise approved by the Executive Director.
- 2.0 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 Executive Director).
- 3.0 Per diems for meals may only be claimed if meals are not provided.
- 4.0 Volunteers are encouraged to stay with host organizers or friends. 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 approval of the Executive Director.
- 5.0 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.
- 6.0 Claims must be made using the ROWONTARIO expense claim form. Receipts must accompany the expense claim form before the claim will be processed, except for reimbursement for mileage (TEP2.0) and meal per diem (TEP 3.0).
- 7.0 Claims must be submitted within 30 days of incurring the expense.

Last reviewed: June 12, 2018