

EXPENSE REIMBURSEMENT POLICY

PURPOSE

This policy is designed to assist Directors, employees, and others working on behalf of the Society in reporting expenses incurred while conducting Society business activities.

CONTEXT

The Kerrisdale Community Centre Society (KCCS) expects Directors and employees to act responsibly and professionally when incurring and submitting costs. The Society will reimburse Directors and employees for reasonable expenses on pre-approved Society business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization. Unless specifically authorized by the President, per diem payments for out of pocket expenses will not be approved.

1. POLICY SCOPE AND LIMITS

The KCCS does not pay for local travel of less than 25km. If employees use their personal vehicles for business travel, mileage will be reimbursed as per the Canada Treasury Board Guidelines (currently 54¢/km) when trips are greater than 25 km, The Society will cover all parking fees incurred when using personal vehicles for KCCS business. The KCCS will not be responsible for fuel, maintenance, traffic or parking violations.

2. GENERAL GUIDELINES

- Original receipts are required for reimbursement of all expenses: e.g.,
 - Proof of fare for bus/ train/ air travel
 - Accommodation receipts
 - Restaurant bills or receipts
 - Official vendor invoices
 - Proof of distance travelled using personal vehicle (e.g., Google map)
- Receipts must be accompanied by a summary which outlines:
 - The nature of the expense
 - The name and titles of the individuals involved
 - The purpose for the expense
 - The date of the expense
 - Project or Committee name for which expense was incurred
- Expense summaries must be submitted on approved forms (see attachment) with receipts to the Society Accounting Manager who will seek approval for payment from the Society President, Treasurer, or Designate.
- All expenses and summaries should be submitted within 30 days (expense reimbursement requests received after 90 days will not be accepted).

3. TRAVEL GUIDELINES

- Directors and employees are encouraged to travel economy class with the
 - lowest available airfare for non-stop travel.
- If a car rental is required, Directors and employees are requested to rent mid-sized or compact vehicles. Directors and employees will be reimbursed for the fuel costs associated with renting a vehicle.
- Directors or employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.
- Directors or employees travelling with a spouse (i.e., a person living in the same residence) for whom the Society will not pay expenses may request prior approval of per diem rates. The per diem amount paid for each day of travel is set out under the Canada Treasury Board Guidelines. Per Diem rates will NOT be paid where other meal arrangements are provided. For example, a luncheon included with an event.
- The following list includes examples of non-reimbursable expenses:
 - Personal travel insurance
 - Personal reading materials, in room movies or video games
 - Childcare
 - Toiletries, cosmetics, or grooming products
 - Expenses occurred by spouses, children, or relatives
 - Sporting activities, shows, etc

4. PAYMENT SCHEDULE

- If a reimbursement cheque has not been received within two weeks of submitting the claim, please draw this to the attention of the Accounting Manager.