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Issue to	Program Supervisors, Head Office Staff	Replaces	July 2018
Issued by	Chief Executive Officer		

POLICY

PCL will reimburse employees and volunteers for reasonable expenses incurred for approved company business, subject to certain restrictions.

PURPOSE

In order to ensure that proper controls are in place to protect Parents for Community Living (PCL) assets, and to maintain an environment of sound business practices. To ensure that PCL is aware of all expenditures that it is recording and to possess documentation sufficient to ensure that proper controls have been implemented and followed.

SCOPE

This policy applies to all employees of PCL.

RESPONSIBILITY

Every employee incurring an expense related to company business is responsible for:

- Following company procedures and guidelines for expenses, and
- Retaining all receipts.

Service Directors are responsible for:

- Reviewing and approving all expenses submitted by the employee, and
- Providing guidance to employees regarding appropriate types and levels of expenses.

The Finance Department is responsible for ensuring that expenses are properly authorized.

Approval

Approval is required prior to any expenses being incurred according to the following chart:

	Travel					
	Hospitality	Staff Functions	Out of town	Overnight	Multiple Nights	Out of Province/Canada
DSP/SDSP	Director	Director	Supervisor	Director	Director	CEO
Program Supervisor	Director	Director	Director	Director	Director	CEO
Director	CEO	CEO	CEO	CEO	CEO	CEO
CEO					Board Chair	Board Chair

Persons in acting roles for the above positions may approve expenditures during their tenure.

Alcohol:

Alcohol is not a reimbursable expense, unless it is part of a fundraising event or similar member event. Advance approval must be obtained from the Chief Executive Officer (CEO) or Board Chair (or designate).

Hospitality:

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Defined as providing food, beverage, accommodation, transportation or other amenities to people who are not employees of PCL. Appropriate approval per the above chart is required before incurring expenses.

Staff functions:

The provision of food, beverage, accommodation, transportation or other amenities to people who are not employees of PCL is not reimbursable unless specifically approved.

Consultants and Contractors

Only PCL employees or volunteers are eligible for expense reimbursement. Contractors must follow the Accounts Payable process.

PROCEDURE

Travel

Refer to Human Resources Policy 3.06 Business and Travel Expenses

Transportation:

Where practical, the most economical mode of transit consistent with the needs of the trip must be used. Any travel on public carriers must be “economy class” or equivalent, where possible return tickets, reduced fares, special rates or limited tickets should be used. Employees who arrange fares at less than economy which necessitates staying over an additional night may claim the additional accommodation and meal costs, provided the overall cost is below the economy rate on the preferred date. An employee may extend a trip for personal pleasure, but reimbursement will be limited to the lowest cost of the business portion. When more than one person is driving to an event, PCL will only reimburse a single mileage claim, unless there is a business reason for traveling separately.

Accommodations:

Must be in a standard room at a cost-efficient location, considering all related transportation costs and the general needs of the trip. Where reservations are guaranteed, it is the responsibility of the traveler to cancel such reservations should that become necessary.

Car Rentals:

Should be used when cost-efficient and practical. When possible, vehicles should be obtained from the current recommendation from the VOR (Vendor of Record) to take advantage of any corporate rate. PCL fleet insurance policy will cover all insurance needs so additional insurance should not be purchased. Compact vehicles should be utilized where practical. It is the responsibility of the employee to ensure that PCL’s insurance company is aware of the insurance needs when renting a car. This can be done with the assistance of the finance department.

Privately Owned Vehicles:

A private vehicle may be used when it is a practical and economical method of travel. Mileage will be paid at the rate \$0.45 per kilometer. Only one person per trip may claim mileage.

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Meals:

Employees will be reimbursed for meals while out of town when traveling for periods of more than six (6) hours, except where meals are included in the transportation or event fee. Employees may claim costs including gratuities and taxes, supported by receipts, as per HR Policy3.06.

Guests:

Unless specifically authorized, employees may not claim any expenses for guests of any kind.

Ineligible Employee Expenses:

The following expenses are not eligible for reimbursement:

- damage to luggage or personal effects
- traffic fines or parking tickets
- in-room movies and room service meals at hotels
- personal long distance telephone calls
- additional cost for family members or others
- personal expenses which are not required in connection with travel
- entertainment expenses
- air ticket redeemed from a frequent flyer program
- additional life insurance
- alcohol

PROCEDURE

An Employee Travel Reimbursement Form must be submitted to the finance department within the time frame specified in 3.01 Employee Reimbursement policy.

All claims must be accompanied by original receipts, tickets, or invoices and approved by the individual's supervisor.

PCL reserves the right to reject unreasonable expense claims.

REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Human Resources Policy 3.06 Business and Travel Expenses

Finance Policy and Procedure 3.01

Refer to Appendix 1: Travel Expense Form

Refer to Appendix 2: Employee Expense Form