

Binder	PCL Human Resource Policies	Number	3.06
Section	Compensation and Benefits Administration	Page	1 of 2
Subject	Business and Travel Expenses	Effective	January 8, 2024
Issue to	All Employees	Replaces	3.06 dated Jul 31/14, Jan1/19
Issued by	Chief Executive Officer		

1. POLICY

- 1.01 If an employee is required to travel or use a personal vehicle for business purposes, PCL will reimburse for reasonable expenses or mileage upon submission of a Travel Expense Form and/or receipts.
- 1.02 PCL will not reimburse employees for traffic and parking violations whether incurred in PCL owned vehicles or the employee’s own vehicle.
- 1.03 PCL will not reimburse any amounts for alcoholic beverages, or personal entertainment, sightseeing, personal long-distance calls or other personal expenses.

2. PURPOSE

- 2.01 The purpose of this statement of policy and procedure is to establish a uniform method of reporting, charging, reimbursing, and accounting for employee business expenses.

3. SCOPE

- 3.01 This statement of policy and procedure applies to all employees.

4. RESPONSIBILITY

- 4.01 It is the Program Supervisor’s/Directors responsibility to approve the purpose, length and mode of business travel for employees.
- 4.02 It is the employee’s responsibility to acquire the approvals for all business travel and to submit receipts, a Travel Expense Form and other required expense documentation to his or her supervisor for approval and reimbursement.
- 4.03 It is the responsibility of the Finance Department to process claims for reimbursement.

5. DEFINITIONS

Travel for business purposes is considered to be (but not limited to) travel for any of the following:

- Transporting a person supported when PCL vehicles or public transportation are not available or appropriate.
- Accompanying a supported person on vacation.
- Travel for training or conferences.
- Travel for meetings or administrative needs of PCL.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

OP 3.06 Responsibility for Financial Recording

HR Policy 4.13 Valid Driving Licenses, Liability Insurance/Drivers Abstract

Travel Expense Form

7. PROCEDURE

- 7.01 Whenever possible, employees must have business travel expenses approved in advance by their supervisor.
- 7.02 Employees are encouraged and expected to use PCL vehicles, if available, when travelling for PCL business or transporting the people we support. Public transportation may also be used.
- 7.03 Each employee travelling out of town on PCL business shall be responsible for researching alternative forms of travel to ensure that the most economical form is utilized.
- 7.04 Hotels /accommodations expenses will be approved in advance and reserved by the main office.
- 7.05 All claims for reimbursement including meals, accommodation, fares, parking, tolls etc. must be accompanied by original receipts and submitted to their supervisor within thirty (30) days from the date of the receipt. Alternatives to the original receipt (e.g. photocopies or vouchers) must be approved and signed off by the appropriate supervisor. It will then be submitted to the main office for reimbursement.
- 7.06 Meal reimbursement shall be at reasonable rates breakfast \$10.00, lunch \$12.50 and dinner \$22.50 provided the employee submits the appropriate receipts to their supervisor for approval. This is inclusive of HST and Tip.
- 7.07 When meal expenses occur with a supported person, it is the expectation that employees pay for their own meals and then request reimbursement from PCL. People supported should not be covering the cost of staff meals even when using Passport funding.
- 7.08 Mileage must be recorded after the kilometres have actually been driven on a Travel Expense Form and submitted to the supervisor for approval by the end of the month following the travel date. Mileage will be reimbursed at an approved rate per kilometre. It will then be submitted to the main office for reimbursement.