

Binder	PCL Human Resource Policies	Number	3.06
Section	Compensation and Benefits Administration	Page	1 of 2
Subject	Business and Travel Expenses	Effective	April 17, 2026
Issue to	All Employees	Replaces	3.06 dated Jul 31/14, Jan1/19, Jan8/24, Oct 16/24
Issued by	Chief Executive Officer		

1. POLICY

- 1.01 Parents for Community Living recognizes that from time-to-time employees and others are required to incur additional expenses while on PCL business, and will provide reimbursement for reasonable, eligible expenses such as meals, accommodation or personal mileage.

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, in accordance with the guidelines of the Broader Public Sector Accountability Act.

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 expenses and to submit receipts, a completed Travel Expense Form and other required expense documentation to their supervisor for approval and reimbursement.
- 4.03 It is the responsibility of the Finance Department to process claims for reimbursement.

5. DEFINITIONS

Travel expenses (definition):

Travel expenses are costs that an employee reasonably and necessarily incurs while travelling on approved PCL business. This includes travel that is required to deliver supports, attend training or conferences, or complete meetings and other administrative duties, and may involve the use of a PCL vehicle, public transportation, or a personal vehicle (when authorized). Travel expenses must be directly related to the business purpose, appropriately documented, and submitted for reimbursement in accordance with this policy.

6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

OP 3.03 Responsibility for Financial Recording

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

Finance Manual 3.0 Expenses Policy

7. PROCEDURE – TRAVEL EXPENSE CLAIMS

- 7.01 PCL recognizes that employees may occasionally need to use their personal vehicles for business purposes, and when assisting people to participate in activities. When travelling on approved business on behalf of PCL, mileage will be reimbursed at the current approved rate of \$.55 per kilometre
- 7.02 Employees must have business travel expenses approved in advance by their supervisor.
- 7.03 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.
- 7.04 Each employee travelling out of town on PCL business shall be responsible for ensuring that the expenses are work related, modest and appropriate, that they strike a balance between economy, health and safety and efficiency of operations.
- 7.05 Travel outside of Ontario and Canada must be pre-approved by the Chief Executive Officer and must include written rationale to demonstrate that the travel is critical to the organization's priorities; and provide documentation to demonstrate that the requested travel arrangements (ie: transportation mode, accommodation etc) are cost effective.
- 7.06 Travel outside of Ontario and Canada as it relates to the Chief Executive Officer must be pre-approved by the Board of Directors.
- 7.07 Parking expenses may be submitted for reimbursement, provided the cost relates to PCL business and a receipt is submitted.
- 7.08 All mileage claims must be completed electronically and submitted on the Travel expense form.

8. PROCEDURE – MEAL ALLOWANCE

- 8.01 When employees are required to be away from their work location for training, seminars, conferences, meetings and pre-approved activities with persons supported over a normal meal period, the cost of meals incurred by employees will be reimbursed as per the following meal allowance:
- \$10.00 Breakfast
 - \$15.00 lunch
 - \$25.00 Dinner
 - These amounts are inclusive of taxes and tip. Tips should not be more than 15%.
- 8.02 All claims for meals must be accompanied by the original detailed receipt and submitted to their supervisor within thirty (30) days from the date of the receipt. It should be

noted on the receipt what the function was, and the name(s) of the person for whom a meal was purchased.

- 8.03 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.

9. PROCEDURE – ACCOMODATION EXPENSES

- 9.01 Hotel accommodation must be pre-approved by the next lever supervisor and can be considered while travelling on PCL business when required and appropriate. Detailed original receipts are required for reimbursement of accommodations.
- 9.02 Accommodation bookings are approved in advance and reserved by the main office Senior Management team using PCL credit cards.

10. NON-REIMBURSABLE EXPENSES

- 10.01 Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to:
- Personal items (ie. Toothpaste, razor)
 - Traffic or parking violations
 - Alcoholic drinks
 - Recreational purposes (ie video rental, mini-bar)
 - Expenses incurred on behalf of friends and family.