
		<b>DeafBlind Ontario Services Policy and Procedure Manual</b>	
Section: Operations		Relates to Policy #	5.6: Finance
Procedure 5.6.13: Reimbursement of Expenses			
CEO Approved: 		Date of Approval: Mar 10, 2021	Revised Date:
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Expenses are reimbursable only if they are business related.

Employee/volunteer expense reports are to be completed monthly and approved copies are to be submitted to the finance department 3 business days before the 5<sup>th</sup> of each month. Expenses not submitted to the finance department within 90 days of the date the expense was incurred will not be reimbursed. Approved expense claims are processed and paid via electronic fund transfer (EFT) once a month within 5 business days of the 5<sup>th</sup>.

In addition, approval must be obtained prior to incurring the expense as per [Procedure 5.6.12 Spending Limits and Credit Cards](#).

When submitting an expense report:

- Submit original itemized receipts to support all claims
- Provide additional information to explain any anomalies (e.g., lost receipts)

**1. Travel Allowances:**

- Lowest available airfare by the most direct route, taking full advantage of early notice of meeting dates (use of seat sales, etc., when available, is required).
- Airfare not to exceed regular economy actual rail fare and sleeper or roomette, if required. Cost is NOT to exceed cost of regular economy airfare.
- Actual bus fare. Cost NOT to exceed cost of regular economy airfare.
- Ground transportation may be used where required to go back and forth to an airport, terminal, etc.
- Parking when necessary.

The above expenses are to be shown in the column headed "4300 Travel/Meals".

- Private car allowance other than mandatory training (see Procedure 3.3.3 Compensation for Training) may vary by location. The organization will reimburse \$0.45 per kilometer. It should be noted that where a private car is



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- used to travel between cities, the maximum total allowance is NOT to exceed regular economy air transportation.
- Reimbursement for Training:
    - Private car allowance for mandatory training is based on a flat rate reimbursement from an employee's work location to training location or home (whichever is closer).
    - If using your personal vehicle to transport other employees, please contact your personal insurance carrier to ensure that you are carrying the acceptable insurance coverage.
    - If a DeafBlind Ontario Services vehicle is available and programming will not be affected, it is to be used for any DeafBlind Ontario Services travel, prior to using your own personal vehicle. DeafBlind Ontario Services will not reimburse for mileage in any case if an employee chooses not to access DeafBlind Ontario Services vehicle (s).
  - 2. **Hotel Allowances:**  
Standard is single accommodation with a double bed.
  - 3. **Meal Allowances:**  
Daily Maximum: \$50.00. Receipts are required for meals up to these amounts.  
Gratuities are a reimbursable expense and shall not exceed 15% of the bill.
  - 4. **Expenses Not Reimbursed:**  
DeafBlind Ontario Services does not reimburse for personal expenses incurred while conducting business on behalf of the organization. In particular, the following are non-reimbursable expenses: alcohol, movies, gift shop items, speeding and parking tickets.

- Personal telephone calls will be reimbursed to the limit of one call of reasonable duration (less than 15 minutes) per stay overnight to an immediate family member and/or business not related to DeafBlind Ontario Services. DeafBlind Ontario Services will not reimburse interest on a personal credit card under any circumstance.
5. **Travel Outside the Province of Ontario:**  
Travel outside the province of Ontario is subject to all the above conditions and requires the Chief Executive Officer's approval.
  6. **Hospitality Expenses**  
Definition: The provision of food, beverage, accommodation, transportation and other amenities paid out of public fund to people who are not engage to work for DeafBlind Ontario Services.  
Hospitality expenses must receive prior approval from the Chief Executive Officer.



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### 7. Meetings, Business Meals and Social Events

Providing coffee or other refreshments at in-house education sessions is a reimbursable expense.

Expenses incurred for internal employee events, such as retirement gatherings and holiday lunches are not a reimbursable expense.

### 8. Reimbursement of Expenses for Consultants and Contractors

In no circumstances can **hospitality, incidental or food expenses** be considered reimbursable expenses for consultants and contractors (non-employees).

