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| **LANARK COUNTY COMMUNITY JUSTICE PROGRAM** | POLICIES & PROCEDURES |
| SECTION: Financial | DATE: October 24, 2017 |
| SUBJECT: Expense Reimbursement | HISTORY:Original: November 12, 2003Revised and approved: October 20 2011  April 18, 2011 April 17 2012  June 18, 2015  |
| **POLICY:**LCCJP shall reimburse expenses for travel (including meals and accommodation), parking, telephone calls, hospitality and other costs provided that:* The expenses have been identified as legitimate and reasonable agency expenses
* The expense has received pre-approval when necessary
* Appropriate supporting documents are attached to expense claims
* The expenses are at the most economical rate that meet the needs of the person
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| **PROCEDURE:**1. **Eligibility:**
	1. Staff, volunteers (including board members) and contracted individuals are eligible for expense reimbursement.
	2. If the anticipated cost of an upcoming expenditure is prohibitive for the staff member or volunteer, a request can be made to the Executive Director for pre-payment of this cost by LCCJ.
2. **Supporting Documentation:**
	1. Expense reimbursement requires the completion and approval of a claim form with receipts attached.
	2. The receipt must be the itemized detailed receipt from the supplier and not just the debit or credit card receipt.
3. **Travel:**
	1. **Mode of Travel:** Travel costs for LCCJP business shall be reimbursed based on the full cost of the most economical means of travel, based on an analysis of available options and the nature of travel at the time (example: air, rail, personal vehicle, rental vehicle., etc.). No matter what mode of transportation is selected, reimbursement shall be made at the rate that would have been charged for the least expensive option in that mode of travel.
	2. **Meals:** If travel will take the staff member or volunteer away from their home community for four hours or more over a regular meal hour, then a claim for reimbursement for meal costs may be made at a rate mirroring the rate paid by the Ministry of the Attorney General. Tipping to a maximum of 15% may be included where appropriate. At no time will any costs of alcohol be reimbursed.
	3. **Accommodation:** If travel will take a staff member or volunteer away from their home community overnight, then appropriate accommodation costs will be covered on a pre-approved basis. Approval shall be made by the Executive Director, or in the case of travel by the Executive Director, approval shall be made by any member of the Finance Committee. Accommodation must be arranged at a standard rate and not at an upgraded or suite level.
	4. **Mileage Rates:** Mileage for approved travel shall be paid at a rate mirroring the rate paid by the Ministry of the Attorney General.
	5. **Volunteer Travel:** Volunteers shall be reimbursed mileage from their homes to the destination for forums, interviews and any other travel directly related to cases. The case number must appear on the claim form for each trip taken. Volunteers shall be compensated for travel from their homes to and from monthly facilitators’ meetings and any other LCCJP business.
	6. **Staff Travel:** Staff shall be reimbursed for travel for business purposes (excluding travel between their homes and their identified workplace). Mileage shall be paid as if the staff member were travelling to and from the LCCJP office to the destination even though staff may be travelling from home or another location, except in cases where the mileage from the other location is less.
	7. **Other**: Any other travel expense claim must be approved by the Finance Committee.
4. **Parking:**

Parking expenses shall be paid for volunteers, staff members and contractors to attend meetings as well as other necessary activities provided that a claim is not made where suitable free parking was available. 1. **Telephone calls:**

Telephone call claims by volunteers, staff members and contractors must be accompanied by a photocopy of the telephone company bill with the appropriate calls highlighted or outlined. A case number must be used to tie the claimed expense to a specific case, if applicable. For privacy purposes, non-LCCJ calls which appear on the bill may be blacked out with a marker.1. **Hospitality:**
	1. Situations will arise when a staff member or a Board member finds it necessary to provide hospitality in terms of a meal for a sponsor, partner, funder, guest speaker or other person in connection with the business of LCCJP.
	2. It is the intent of LCCJ to maintain our professionalism in these cases and to treat our guest(s) as appropriate to the situation. The Executive Director or a member of the Finance Committee may give approval for these expenses.
2. **Other Purchases:**

Approved purchases are eligible for reimbursement upon submission of a claim form as described above. Whenever possible, separate receipts are preferred when making personal purchases at the same time. Reimbursement of any expenses not covered in this policy must be approved by the Finance Committee.1. **Resources: Ministry of the Attorney General Rates**

For ease of calculation of approved rates for mileage and meal claims during travel, correspondence from the Ministry of the Attorney General is attached to this policy indicating current rates that are in effect. This attachment does not form part of this policy, but is provided for information as of April of each year. |

**2016-2017 Travel Rates for Reimbursement of Expenses**

**From:** Kitchen, Corinna (MAG) [mailto:Corinna.Kitchen@ontario.ca]
**Sent:** April 21, 2016 4:14 PM
**To:** Beth Peterkin
**Subject:** RE: Ministry Travel Rates

Beth,

I apologize for not getting back to you right away. Have been off sick and am catching up.

The government rates are as follows:

**MEALS**

* Breakfast $8.75
* Lunch $11.25
* Dinner $20.00

This includes tax and tip. Receipts need to be provided. No alcohol is permitted.

**MILEAGE**

40 cents per km in southern Ontario

41 cents per km in northern Ontario

**ACCOMMODATION**

The Ministry is eligible for government rates which would not extend to your agency.  The expectation is to find the most reasonable rate in the location you are staying.

Let me know if you require any further information.

Thanks

Corinna