



Travel, Meal and Hospitality Policy and Procedures

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Owner:	Manager	Effective Date:	3/5/2024
Reviewed By:	Quality Assurance	Pages:	Choose an item.

1. PURPOSE

The purpose of this Policy is to provide direction on incurring and claiming reimbursement for travel, meal or hospitality expenses while on Society business. The Policy reflects the requirements of the Broader Public Sector (BPS) Expenses Directive 2020 and its key principles of accountability, transparency, value for money, and fairness.

2. SCOPE

This Policy outlines the key principles and standards for managing the reimbursement of expenses and for achieving fair and reasonable practices across the Society. The Policy applies to Board members, Staffs, volunteers, consultants and contractors. Where applicable for union Staffs, this Policy and Procedures are in compliance with the Collective Agreement.

3. POLICY

Legitimate and authorized expenses incurred during the course of the business of the Society will be fairly reimbursed. The Society assumes no obligation to reimburse expenses that are not in compliance with this Policy.

Reasonable and appropriate expenses as set out in this Policy are expenses that:

- are work related and incurred on official business.
- are modest and appropriate, representing prudent use of Society funds.
- strike a balance among economy, health and safety, and efficiency of operations.

Expenses for social events such as holiday lunches or retirement parties will not be reimbursed.

Personal expenses will not be reimbursed. Expenses of a personal nature may include (without being limited to) expenses for recreational purposes, personal items, alcoholic beverages, traffic and parking violations, and travel between home and primary location of work.

4. DEFINITIONS:

“Claimant” is a person making a claim under the terms of this Policy and Procedures.

“Approver” is a person with the authority to approve travel, meals and hospitality expenses.

“Hospitality” means the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged in work for any designated Broader Public Sector (BPS) organization, or any Ontario government ministry, agency or public entity covered by the OPS Travel Meal and Hospitality Expenses Directive.

“Itemized Receipt” is a document from the vendor itemizing the goods and/or services received, and each good and/or service cost per unit. Credit card charge slips are only considered a receipt if detailed itemization is provided.

“Managerial discretion” is the administrative authority to make decisions and choices with some degree of flexibility while maintaining compliance with the BPS Expenses Directive. There is no discretion to depart from the principles and the mandatory requirements of the Directive.

5. RESPONSIBILITIES

The Board Chair, Executive Director, Directors, Managers and Supervisors are responsible for:

- ensuring all staff, Board members, volunteers and contractors/consultants are aware of this Policy and Procedures.
- approving only expenses with required supporting documentation that were incurred on Society business, in accordance with this Policy and Procedures.
- ensuring consistent application of the Policy and Procedures.
- taking appropriate action in the case of non-compliance.
- exercising managerial discretion judiciously.

Finance is responsible for administering this Policy and Procedures and ensuring that travel, meal, and hospitality claims comply with Society Policy and Procedures. Finance is also responsible for ensuring an appropriate records retention system and that documents, including claims and approvals, are maintained and stored.

APPROVAL AUTHORITY IS OUTLINED IN APPENDIX A.

6. PROCEDURES

6.0 TRAVEL

6.0.1 Approval for Travel

6.0.2 Assignment of case carrying responsibilities for workers includes approval for normal travel to the case within the Region. Normal travel related to direct service or other Society business within the Region does not require prior approval.

6.0.3 Travel outside the Society's jurisdiction requires prior approval from a staff member's immediate supervisor. Before travelling, staff must complete a Travel Authorization Form (Appendix B) and have it signed by their supervisor. For travel outside the Society's jurisdiction, consideration should be given to alternatives to travel such as teleconferencing and videoconferencing.

6.0.4 All requests for international and out-of-province travel must be approved by the proper authority as outlined in Appendix A. Staff must submit a formal request to the Executive Director and, where applicable, the Board Chair.

6.0.5 Requests must include:

- Purpose of the trip
- Length of time away
- Itemized estimate of expenses to be incurred, including cost of medical/health/accident and other insurance purchased for travel outside Canada.
- Evidence of economical and practical means of transportation and accommodation.
- Perceived benefit to the staff member, the Society, and the child welfare field.
- Copy of the travel itinerary.

6.1 Travel Advances

6.1.1 In general, the Society does not provide travel advances. Where travel is expected to be of a longer duration (more than two days), a cash advance may be provided at the discretion of the appropriate approver.

6.1.2 A signed Request for Travel Authorization Form (Appendix B) must be provided to Finance to initiate a cash advance. Corporate credit cards should be used for travel where they are available.

6.2 Road Travel

6.2.1 Use of Personal Vehicle

6.2.2 Where a staff is required to use their own vehicle on approved Society business, including driving to assigned duties away from their accustomed work location they will be paid fifty-seven cents (\$0.57) per kilometer. Vehicles referred to in this Policy do not include motorcycles.

6.2.3 When travelling directly from home rather than from the office, travel distance will be calculated from the office or from the staff member's home, whichever is shorter. If a staff member is required to travel on a non-working or non-scheduled day, distance will be calculated from the staff member's home.

6.2.4 The vehicle used by the staff member must be maintained in safe mechanical condition by the staff member.

6.2.5 The Society assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for approved Society business and for reimbursing the cost of cleaning/repairs to the vehicle in situations outlined in Article 24 of the Collective Agreement. The Society is not responsible for reimbursing insurance costs or deductible amounts related to insurance coverage except where specified in Article 24 of the Collective Agreement.

6.2.6 Accidents must be reported immediately to the local law enforcement authorities, the rental car agency (if applicable), the automobile insurance company (if using a personal vehicle), and the person's immediate supervisor. Those driving a personal vehicle on Society business cannot claim against the Society for damages due to a collision or other incident.

6.3 Insurance and Damage to Personal Vehicle

6.3.1 Article 24 of the Collective Agreement outlines required insurance coverage and reimbursement policies and procedures to be followed if a staff member's vehicle is damaged while on Society business.

6.4 Rental Vehicle

6.4.1 When the distance to be travelled exceeds 400 kilometers, staff are expected to use a rental car arranged through the Society. Should a special circumstance necessitates using the staff member's vehicle, prior supervisor approval is required and must be indicated on the Request for Travel Authorization form.

6.4.2 The size of the rental vehicle must be the most economical and practical size for the business tasks, number of occupants and weather conditions. Exceptions must be documented and pre-approved. Luxury and sports car rentals are prohibited.

6.4.3 To avoid higher gasoline charges, the rental vehicle must be refuelled before returning to the rental agency. The cost of gasoline will be reimbursed through a [Staff Mileage and Expenses Reimbursement Form](#).

6.5 Insurance

- 6.5.1 When renting a vehicle, if not already covered by a credit card used to pay for the rental, staff must purchase the collision damage waiver coverage offered by the rental company and claim it as a travel expense.

6.6 Parking and Other Expenses

- 6.6.1 Staff may be reimbursed for reasonable parking and highway toll expenses when travelling on Society business. Highway travel will normally be on toll-free routes, and using toll roads like the 407 ETR is considered a last resort option. Receipts are required. There is no reimbursement for traffic or parking violations.
- 6.6.2 Parking costs incurred in the office area as part of a regular commute to work will not be reimbursed.

6.7 Taxis and Ride Hailing Services

- 6.7.1 Travel by means other than taxi (i.e. reasonable public transportation) is preferred. However, taxis/ride hailing services may be justified in cases where:
- group travel by taxi is more economical than the total cost of having individuals travel separately by public transit or shuttle.
 - travel by taxi allows the staff to meet an unusually tight schedule for meetings, etc.
 - health or safety conditions indicate it is the most appropriate option.
 - another means of transportation is not available in a timely or predictable manner or would be unsuitable.
 - transport of work-related baggage or parcels is required.

- 6.7.2 Receipts showing the fare and HST are required for reimbursement.

6.8 Bus, Train, or Air Travel

- 6.8.1 Travel by train or bus is permitted when it is the most practical and economical way to travel. A coach-class economy fare is the standard.
- 6.8.2 Travel by air is permitted when it is the most practical and economical way to travel. The standard is to fly economy class. Travelers are expected to request and accept the lowest common carrier fare.
- 6.8.3 Penalties incurred for non-cancellation of guaranteed travel arrangements are the staff member's responsibility and will only be reimbursed in exceptional circumstances.
- 6.8.4 Receipts are required for all bus, train, and air travel expenses.

6.9 **Accommodation**

- 6.9.1 Where Society business requires staff to be away from home overnight, overnight accommodation will be reimbursed. Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge levels.
- 6.9.2 In the event of changes to travel plans, guaranteed hotel bookings are to be cancelled in a timely manner to avoid “no-show” charges. Penalties incurred for non-cancellation of guaranteed hotel reservations will be the staff member’s responsibility and will be reimbursed only in exceptional circumstances.
- 6.9.3 Additional business expenses incurred while travelling overnight on Society business, such as computer access charges or Wi-Fi charges, will be reimbursed, provided they are necessary and supported by receipts. Any additional/incremental costs incurred from travelling with a spouse, partner, or friend are not eligible for reimbursement.
- 6.9.4 Private overnight accommodation with family or friends is encouraged. A maximum of \$30.00 per night for private lodging expenses is allowed. The \$30 value may be given as a small gift, cash, or cheque. Receipts are required.

6.10 **MEALS**

6.10.1 Meal Allowance

6.10.2 Staff may claim meal costs in the following circumstances:

- When travelling on Society business out of the Region during regular mealtimes
- When attending a meeting, training, or conference out of the Region during mealtimes where meals are not provided.

6.10.3 Meals claimed must actually be consumed during the period of business travel.

6.10.4 Meals during travel will be reimbursed at the established meal allowance rates regardless of the actual meal costs.

Breakfast:	\$9.00
Lunch:	\$12.00
Dinner:	\$15.00

6.10.5 Taxes and tips are included in the meal allowance rates. Receipts are not required.

6.10.6 No reimbursement will be made for meals consumed at home prior to departure or on return or for meals included in the cost of transportation, accommodation, seminar and/or conference.

6.10.7 Meal expenses for consultants or contractors are not allowed.

6.11 Meals With Clients

6.11.1 In special circumstances (celebratory event; emergency; removal of children and awaiting arrival of kin, medical examination for child and waiting at the hospital), workers may purchase meals for a client, if their supervisor gives prior approval.

- In these circumstances, actual expenses will be reimbursed up to the limits for staff meal allowances set out in Section 6.10.
- Each expense claim must be substantiated with a detailed receipt, client's name (or case number), and the rationale or purpose for supplying the client with a meal.
- In these special circumstances, with prior approval from a supervisor, a worker may also claim a personal expense for a meal eaten with a client. The expense may not exceed the meal allowances in Section 6.6 and a receipt and explanation must be provided with the expense claim.

6.12 Meeting Refreshments

6.12.1 Regularly scheduled meetings with only Society staff and/or guests from other BPS organizations and/or government are not eligible for hospitality. However, it is permitted to provide coffee, tea and water for longer one-time meetings and in situations like job interviews.

6.12.2 Requests for reimbursement of meeting expenses must be accompanied by original itemized receipts and a description of the meeting's nature, including a list of Staff and others in attendance.

6.12.3 Meetings where participants are primarily from outside government and the Broader Public Sector can be considered hospitality and may include refreshments, as outlined in Section C.

6.13 HOSPITALITY

6.13.1 Provision of Hospitality

6.13.2 Hospitality may **not** be provided to any staff or Board member of the Society or of any other Broader Public Sector (BPS) organization or of any Ontario government ministry, agency, or public entity. (See list in Appendix D.)

6.13.3 There are occasions when the provision of hospitality to external parties (non-BPS or Ontario government) is appropriate to facilitate Society business or is considered desirable as a matter of courtesy. Hospitality should be work-related and extended in an economical, consistent, and appropriate way.

6.13.4 Circumstances in which hospitality may be extended on behalf of the Society include:

- recognition events for children, youth and families, foster parents, and volunteers.
- meetings with external business associates/contacts to further the Society's goals and mission.
- public openings or ceremonies.

- hosting members of national or international organizations with children's interests/affiliations.
 - public relations events.
- 6.13.5 Hospitality expenditures on alcohol should be avoided unless in exceptional circumstances with prior approval by the Board Chair. If alcohol is provided, food should also be made available.
- 6.13.6 Prior approval is required for hospitality events using the Request for Hospitality Authorization Form (Appendix C). All requests must be approved by the proper authority as outlined in Appendix A.
- 6.13.7 Where a hospitality event includes current or potential vendors, prior approval from the Executive Director must be obtained to ensure that the event does not give preferential treatment to any vendor.
- 6.13.8 Hospitality does not include office social events, staff holiday parties/lunches, retirement parties, flowers, donations, gifts, or memorials. These expenses will not be reimbursed as hospitality.
- 6.14 Travel and Hospitality Claims**
- 6.14.1 Receipts and Claims.
- 6.14.2 Except for travel meals covered by the Meal Allowance, claims for travel, meal and hospitality expenses reimbursement must be accompanied by original detailed receipts. Credit card slips in themselves are insufficient to support a claim.
- 6.14.3 All requests for reimbursement of travel, meals and hospitality expenses must be submitted using the [Staff Mileage and Expenses Reimbursement Form](#).
- 6.14.4 A full explanation for any unusual expenses should be included with the claim.
- 6.14.5 For travel claims involving the use of personal vehicles, both claimants and supervisors are responsible for ensuring that the kilometres claimed are accurate and reasonable relative to distances indicated by internet mapping programs.
- 6.14.6 Claims must be approved by the individual claimant's supervisor as outlined in Appendix A. Approvers may not approve their own claims.
- 6.14.7 Approvers are responsible for:
- determining and authorizing when business travel is necessary.
 - ensuring that expenses are necessarily incurred in the performance of the Society's business.
 - ensuring that expenses are consistent with this Policy.
 - ensuring that travel arrangements are consistent with this Policy.
 - ensuring that appropriate receipts are provided to support expense claims.
 - ensuring that any exceptions to this Policy are reasonable, appropriate, and fully documented and will stand up to scrutiny by auditors and the public.

- 6.14.8 Expenses for a group can only be claimed by the most senior person present. Staff may not claim expenses incurred by their supervisor.
- 6.14.9 Staff will keep all receipts and will submit them with their completed Staff Travel Expense Form to their Supervisor for approval by the 5th working day of the month. Supervisors will forward approval with attachment to accountinggroup@durhamcas.ca. Staff's expenses or reimbursements will be paid on the 10th working day of the month.
- 6.14.10 Claims must be submitted within three months of incurring the expenses. For staff leaving the Society, claims must be submitted before leaving employment with the Society.
- 6.14.11 In the event of overpayments, claimants must repay the overpayment amount to the Society.

7. CROSS REFERENCES & RELATED RESOURCES:

[2022-2026 Collective Agreement](#)

Appendix A

Travel, Meal, and Hospitality Approval Framework

APPROVAL TO TRAVEL (and incur related travel expenses)			
Position Type	Within Ontario	Within Canada/Continental US	International
Staff	Supervisor	Executive Director	Board Chair
Supervisor	Manager	Executive Director	Board Chair
Manager	Director	Executive Director	Board Chair
Director	Executive Director	Executive Director	Board Chair
Executive Director	Board Chair	Board Chair	Board Chair

APPROVAL OF TRAVEL CLAIMS	
Position Type	Approver
Staff	Supervisor
Supervisor	Manager
Manager	Director
Director	Executive Director
Executive Director	Board Chair

HOSPITALITY	
Position Type	Approver
All	Executive Director
Board	Board Chair
All Events with Alcohol	Board Chair

Appendix B

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Request for Travel Authorization Form

Request for Travel Authorization		
TO BE USED FOR TRIPS OUTSIDE THE SOCIETY'S JURISDICTION		
Name:	Date:	
Dates of Proposed Travel:	Leave:	Return:
Destination:		
Purpose of Travel:		
Mode of Transportation: Private vehicle ¹ <input type="checkbox"/> Rental Car <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/>		
Overnight Accommodation Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
For trips over 400 km., are there extenuating circumstances that require use of a private vehicle rather than a rental car? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, explain.		
Are there extenuating circumstances that require a travel advance? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, explain.		
Total Estimated Cost of Travel:		
APPROVAL		
Name:	Title:	Date:
Signature:		
If applicable, approval of travel advance in the amount of \$		
Signature:		
If applicable, approval to use private vehicle rather than rental		
Signature:		
Comments:		

¹ When the distance to be travelled will exceed 400 kms, the Staff is expected to use a rental car arranged through the Society.

Appendix C

Request for Hospitality Authorization Form

Request for Hospitality Authorization		
Name:	Date:	
Name and Date of Proposed Event:		
Proposed Location:		
Business Purpose for Event:		
Proposed Attendees		
Are you proposing to serve alcohol? : Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, why is it considered essential for this event?		
Estimated Cost Breakdown:		
Total Estimated Cost of Event:		
APPROVAL		
Name:	Title:	Date:
Signature:		
If applicable, approval to serve alcohol at event:		
Signature:		
Comments:		

Appendix D

Organizations Covered by the Broader Public Sector Expenses Directive

Functions involving only people from the following organizations are not considered hospitality functions and expenses cannot be reimbursed as a hospitality expense:

- every hospital.
- every school boards.
- every university in Ontario and every college of applied arts and technology and post-secondary institution in Ontario whether or not affiliated with a university, the enrolments of which are counted for purposes of calculating annual operating grants and entitlements.
- every agency designated as a children's aid society under subsection 34 (1) of Part III of the Child, Youth and Family Services Act, 2017.
- every corporation controlled by one or more designated broader public sector organizations that exists solely or primarily for the purpose of purchasing goods or services for the designated broader public sector organization or organizations.
- every publicly funded organization that received public funds of 10 million dollars or more in the previous fiscal year of the Government of Ontario.

