



POLICY: Employee Expenditures/Reimbursement and Expense Policy					
Policy #:	Section:	Effective:	Reviewed:	Revised:	Approved By:
	Section 8 - Finance	November 1, 1999	November 22, 2024	November 22, 2024	Executive Director

POLICY STATEMENT:

Our policy aims to establish clear principles and rules for expense reimbursement, ensuring fair and consistent practices across Sudbury Developmental Services (SDS) while adhering to legal requirements for non-profit organizations.

SCOPE:

This policy applies to all SDS team members who are making an expense claim for travel, meal and hospitality expenses. SDS team members includes employees, volunteers, members of the Board, and consultants and contractors engaged by SDS. Note: This policy does not prevail over such policies from external funding agencies if they contain more stringent requirements.

PROCEDURES:

All expenditures on travel, meals, accommodation and hospitality shall:

- Be prudent and responsible with a focus on accountability and transparency;
- Support SDS's business objectives; and,
- Be planned and approved prior to being incurred, and
- With due regard for health and safety.

Reimbursement of expenses shall follow the guidelines established by SDS.

This policy is in alignment with SDS's Broader Public Sector Procurement Policy and expense directive of MCCSS.

Hospitality events that can be proven to legitimately further SDS business, such as employee recognition events and working lunches might be considered for reimbursement with **approval**.

Good record keeping practices must be maintained for verification and audit purposes.

Mileage

Mileage is to be paid to eligible employees using their own vehicles who have been approved, subject to the Safe Driving Policy.

Mileage rate will be outlined in the Collective Bargaining Agreement.

A ***mileage form*** may be used to claim reimbursement for regular approved use of personal vehicles for agency business.

The mileage form must indicate where and when the employee traveled and the kilometers being claimed.

All claims submitted must have proper authorization before forwarding to Finance office (Accounts Payable). The employee signs to identify they agree with the claim and the Manager will sign to authorize the claim.

Mileage is submitted the first Monday of the month (for previous month). Claims should be limited to three (3) months maximum.

Any parking claims made on the ***mileage form*** must have a receipt attached.

Reimbursement will be by EFT or cheque and ready for distribution with the next cheque run.

Out of Town Travel

Meal allowance for out of town travel is as indicated in the Collective Bargaining Agreement.

Receipts will be required to be submitted for credit card.

If requiring reimbursement, SDS team members should fill out a ***cash advance request form*** and submit to Finance (Accounts Payable).

EXPENSE RULES

BROADER PUBLIC SECTOR ACCOUNTABILITY

Sudbury Developmental Services (SDS) being a designated broader public sector organization and, as such, complies with the Broader Public Sector Accountability Act (BPSAA) and related directives.

This includes making its rules and practices regarding expenses and perquisites available to the public on its corporate website: <https://sudburyds.ca>.

Expense Rules

1. Members of SDS's volunteer Board of Directors may be remunerated only for reasonable expenses they incur in the performance of their duties.
2. SDS employees will be paid/reimbursed for expenses that: are related to business, modest and appropriate, balance economy and efficiency of operations with a healthy and safe workplace, are supported by acceptable documentation, and are properly authorized in accordance with internal policies.
3. Hospitality (i.e. food, beverages, accommodation, transportation, and volunteer/member/staff recognition) is extended as economically as possible. Unless otherwise designated, hospitality expenses are not charged to public or donated funds.
4. All business expenses are subject to internal and external audit.

Perquisites (a benefit enjoyed as a result of one's job or position)

SDS does not provide perquisites to any of its volunteers or employees.

If you have questions about SDS's policies and practices related to expenses and perquisites, please contact: Nathan Smith, Director of Finance and Administration, 245 Mountain St., Sudbury, P3B 2T8 (705) 674-1451 ext. 232 or email nathan.smith@sudburyds.ca.