

### **Purpose:**

This policy provides an outline of allowable expenses as they relate to travel and the hosting of events by Extend-A-Family Waterloo Region.

### **Scope:**

This policy applies to all employees, consultants, volunteers and members of the Board of Directors regarding meals, travel and hospitality expenses planned or incurred during the course of agency, base funded activities. See [Appendix A](#) for reimbursement guidelines specific to members of the Board of Directors.

Accommodation and meal costs incurred while providing direct support that occurs as part of a supported person's individualized funding plan is excluded from these guidelines. Amounts for those instances must be aligned with current program guidelines.

Every employee, volunteer, consultant, and member of the Board of Directors conducting organizational business is responsible for following procedures and guidelines of expenses, retaining all receipts and behaving as a representative of the organization at all times.

### **Definitions:**

- Supervisor: The person with the authority to make approvals under this policy
- Claimant: Any person a making a claim under the terms of this policy
- Expense Form: An internal document used by a claimant and approver to itemize and document a claim to receive reimbursement for expenses with the appropriate approvals by a supervisor or designate
- Hospitality: The provision of food, beverages, accommodation, transportation or other amenities at public expense to persons who are NOT engaged in work for Extend-A-Family Waterloo Region.
- Travel: Pre-approved organizational travel for the purposes of conducting business on behalf of EAFWR.

### **Mandatory Requirements:**

- The organization expects all receipts to be retained and submitted with an expense form or cheque requisition.  
All receipts should indicate the nature of the expense, the date, the location and the purpose of the expense. For meals, attendee names should be included.  
Receipts must be reviewed and approved by the individual's supervisor or designate prior to reimbursement. In the case of Board travel or expenses, receipts must be reviewed and approved by the Board Chair or designate.

- Expenses for which a receipt has been lost will be reimbursed only at the discretion of the individual's supervisor or designate
- Written approval is required before any arrangements are made for hospitality events involving alcohol or business expenses that will be greater than \$1500
- All efforts should be made to source options that are economical to EAFWR
- Employees, volunteers and board members may participate to personal advantage in reward programs so long as all decisions regarding carriers or lodging are made first with due regard to the best available cost, times and locations
- Any exception to these guidelines on a case-by-case basis must be discussed and approved with the supervisor in advance of incurring the expense.

### **Hospitality At EAFWR or EAFWR Hosted Events**

Hospitality (formal food or beverage service) may be extended in an economical and consistent manner when it can facilitate EAFWR business and is considered desirable as a matter of courtesy or protocol.

Hospitality is appropriate when sponsoring formal conferences or engaged in EAFWR business with:

- distinguished people who are being honored
- conducting prestigious functions (e.g. supporter recognition)
- representatives from agencies outside of the region

Hospitality for in-house meetings is typically limited to light refreshments, though meals may be considered for extended meetings, team building or training sessions at director discretion.

### **Travel**

In general, EAFWR **recognizes** the following travel expenses;

- Economy airfares, train tickets and bus tickets to the city of destination. If the estimated costs are expected to be less, a rental car for travel to the city of destination is considered a reasonable alternative.

Staff may also choose to use their personal vehicle if the cost of the trip at current mileage rates do not exceed the costs of using other forms of transportation, the vehicle has appropriate insurance coverage and the individual has a three-year safe-driving record.

- Travel insurance
- Airport fees
- Lodging in the city of destination at a mid-range hotel or motel.

When an employee, volunteer or board member travelling on organizational business has an opportunity to lodge with a friend or relative and in doing so will reduce the overall cost to the organization, a gift in lieu or meal may be purchased at EAFWR's expense. Gifts are expected to be symbolic in nature and minor in cost, not to exceed half the cost of a night in a local hotel (approximately \$150).

- Transportation to and from destinations within a city and associated tips. If estimated costs are expected to be less, a rental car or personal vehicle are considered a reasonable alternative.
- Parking for rental or personal vehicles and gasoline for rental cars or personal vehicles if mileage rates are not being claimed
- Minor incidental expenses which would not otherwise be incurred by the employee, such as tips in a hotel or public transportation costs

In general, EAFWR **does not recognize** the following travel expenses;

- Entertainment in the city of destination
- Alcoholic purchases
- Upgrades to higher classes of service for transportation
- Fines for traffic or parking violations
- Personal items and duty or sales tax charged on personal items
- Additional expenses related to travelling with a guest
- Fees for excess baggage or baggage handling. If baggage charges are assessed separately from ticket charges on the carrier, EAFWR will cover the cost of one checked item, one carry-on item and any fees for EAFWR materials required for the event.

### **Meals**

When EAFWR travel necessitates that an employee is unable to take meals at home or the office, the following meal rates are provided.

Taxes and tips are included in the meal rates below. Customary tips in restaurants are 15%. For in-house meal delivery or transportation services, an appropriate tip is 10% of the bill.

Breakfast - \$18.50

Lunch - \$25.00

Dinner - \$37.00

or Daily - \$80.00

Those who are away for partial days may only claim partial meal allowance, with receipts.

Staff, volunteers or board members who provide their own food during travel, or who attend events or use travel options where meals are included are not eligible to claim equivalent amounts.

## **Appendix A – Additional Reimbursements Available to Volunteer Members of the Board of Directors**

### **Family Care Reimbursement**

In acknowledgement of the fact that meetings and other obligations of the Board of Directors typically occur when Directors may be responsible to provide care to family members, and that members are not paid for their service, EAFWR will reimburse members of the Board of Directors for additional expenses they incur for care for their family members while fulfilling Board of Director duties.

The maximum reimbursement for this is the current hourly cost rate for an EAFWR Direct Support Person for the duration of the commitment, plus an additional half-hour for travel, unless otherwise negotiated/arranged with the Board Chair.

### **Local Travel**

In the event that transportation is a barrier to board meeting or function attendance, volunteer members of the Board of Directors may submit for in region transportation costs for the dates of scheduled Board meetings or functions.

Transportation costs may include personal mileage (reimbursed at the current organizational rate on a per kilometer basis), transit tickets or pass use, taxi or ride sharing services. Receipts are required for transit, taxi or ride sharing services.