

SUNBEAM CENTRE ADMINISTRATIVE MANUAL	NUMBER: AD-fi-020
ISSUED BY: Executive Director	ISSUE DATE: July 13, 2018
CATEGORY: Finance	DATE FIRST ISSUED: April 1, 1981
	LAST REVISION DATE: July 6, 2018
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	REF: AD-fi-001; AD-fi-004; AD-fi-006; AD-fi-017
TRAVEL & MEAL EXPENSES	

The expense rules apply to any person in the organization making an expense claim, and will follow the principals set out in the Broader Public Sector Expense Directive of accountability, transparency, value for money and fairness.

Sunbeam Centre will pay for reasonable expenses incurred by employees while travelling on the organization's business, submitted within a reasonable timeframe and approved by the appropriate signing authority as defined in the "Purchasing - Signing Authority" policy (AD-fi-004).

Mileage:

An employee required to travel on Sunbeam business should select the most economic method of doing same. The use of a Sunbeam Centre vehicle (if available) should be considered before a personal vehicle. If the employee uses his or her personal vehicle, he/she will be compensated at a rate of:

\$.44 per kilometer, effective, April 1, 2014

This rate may be modified (up or down) at the discretion of the Executive Director.

Mileage is to be calculated net of normal work to home driving requirements.

Regular mileage claims should be submitted detailing dates and purpose of travel using the Mileage and Expense form available on the Document Portal authorized by the employee's direct supervisor.

An employee using a personal vehicle must comply with the "Use of Personal Vehicle for Sunbeam Centre Business" policy (AD-bp-028).

No reimbursement will be provided for traffic or parking violations.

Other Expenses:

- Travel costs other than by personal vehicle (airplane, train, taxi) will be reimbursed if such mode of travel is the most economical.
- Meals expenses not included in the cost of transportation, accommodations or seminars, and not to exceed \$50.00 per day, inclusive of taxes & gratuities, will be reimbursed. Under no circumstances should the cost of alcohol be included in approved meal expenses.
- Accommodation (overnight) expenses (in a standard hotel/motel room) will be reimbursed. Private stays with family or friends is acceptable in lieu of commercial accommodations and a gift (cash or gift item) equivalent to \$25.00 per night will be reimbursed, if accompanied by a receipt.
- Parking expenses will be reimbursed.
- Other reasonable expenses, e.g. gratuities, telecommunication charges, calls home (each night away) or to home office location will be reimbursed.

Only expenses that were authorized and necessarily incurred in the performance of Sunbeam business will be reimbursed when submitted on an authorized Mileage and Expense form with itemized original receipts attached.

Reimbursement will normally be made as part of the weekly cheque run, but Mileage or Other Expenses claims of under \$50.00 may be requested as Petty Cash.

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Consultants

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors. Reimbursement for mileage, and other allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

Missing Receipts

If an original receipt is not available or is not possible the claimant is required to submit a written explanation with the claim to provide the approver with adequate information for decision making on whether to authorize the expense being claimed.

Advances

A request for an advance of anticipated allowable expenses (other than routine mileage, and in excess of \$50.00) may be submitted to the Financial Services Department, on a duly authorized Financial Request form. Such request shall not exceed the total anticipated expenses, and should be submitted in sufficient time to permit the preparation of advance cheque by Financial Services and its conversion to cash by the requesting individual. A reconciliation of advance to actual expenses will be submitted to Financial Services by the requesting individual.