

Sunbeam Community & Developmental Services	
Manual: Administration Manual	Number: AD-fi-020
Issued by: Chief Administrative Officer Category: Finance	Recent Review Date: August 14, 2025 Date First Issued: April 1, 1981 Last Publication Date: August 14, 2025 Pages: 1 of 2
Policy Name: Travel & Meal Expenses	

GUIDANCE

The expense rules apply to any person in the organization making an expense claim, and follows the principles set out in the Broader Public Sector (BPS) Expense Directive of accountability, transparency, value for money, and fairness.

SCOPE

This policy applies to Sunbeam Community & Developmental Services (Sunbeam).

DEFINITIONS

Petty cash: is used to purchase miscellaneous items for residents, household needs, and services such as movie rentals and parking. You can use petty cash to cover expenses up to \$25 without getting authorization. Purchases or reimbursements over \$25 and up to \$50 require authorization from the group home supervisor.

POLICY

Sunbeam will pay for reasonable expenses incurred by employees while they are performing tasks related to the organization's business. Expenses must be submitted monthly and approved by the appropriate signing authority as defined in the Purchasing - Signing Authority policy.

An employee incurring expenses related to Sunbeam's business should select the most economical method. For travel, this means using a Sunbeam vehicle (if available) instead of a personal vehicle.

For Community Living Services, reimbursement will normally be made as part of the weekly cheque run, but mileage or other expense claims of under \$50 may be requested as Petty Cash.

If a group-home vehicle is not available, staff may use a personal vehicle for Community Living business.

Mileage compensation rates

If an employee uses their personal vehicle, they will be compensated at a rate set by the Director of Financial Services on monthly basis. Each month Director of Financial Services reviews gas prices for the monthly on gasbuddy.com and then calculate the reimbursement based on that for the following month.

Calculated mileage excludes normal work-to-home driving requirements.

An employee using a personal vehicle for business travel must comply with policy AD-bp-028 Use of Personal Vehicle for Sunbeam Business.

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Only expenses that are authorized and necessarily incurred in the performance of Sunbeam business will be approved for reimbursed.

Other travel-related expenses

- **Travel costs** other than by personal vehicle (e.g. travel by airplane, train, taxi) will be reimbursed if such mode of travel is the most economical.
- **The daily meal reimbursement limit** is \$75.00 per day, inclusive of taxes and gratuities. The cost of alcohol is not included in the approved meal expenses. Meal expenses are not included in the cost of transportation, accommodations, or seminars (**Note- meal may be claimed, when not included in the cost of accommodation and/ or conference/seminar**)
- **Overnight accommodation** expenses (in a standard hotel/motel room) will be reimbursed. Sunbeam will pay up to \$25 per night (as cash or a gift item) to cover private stays with family or friends instead of commercial accommodation. Include a receipt with your request for reimbursement.
- **Parking expenses** will be reimbursed.
- **Other reasonable expenses**, e.g. gratuities, telecommunication charges, one call home per night away, or to a home office location will be reimbursed.

Consultants

Hospitality, incidental or food expenses are not 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.

Sunbeam will not reimburse the cost of traffic or parking violations.

PROCEDURE NOTES

Submit regular mileage claims detailing the date(s) and purpose of travel using the Mileage and Expense Record form available on the Document Portal and authorized by the employee’s direct supervisor.

Submit mileage expense reimbursement requests to the Accounts Payable Clerk by the 25th day of each month.

Submissions for reimbursement must be made in the online Financial Edge system if available, or on the current Mileage and Expense Record if staff do not have access to Financial Edge.