



POLICY ID	OP-GEN-05	SUBJECT	GENERAL EXPENSE POLICY
SECTION	GENERAL		
EFFECTIVE DATE	JANUARY 20, 2021	REVIEW CYCLE	EVERY THREE YEARS
DATE AMENDED		NEXT REVIEW	FALL 2023

Policy

The General Expense Policy is the framework for reimbursement to staff, volunteers, contractors, and site personnel with respect to expenses incurred as a result of their activities with the CCEB.

Purpose

The CCEB appreciates the time and commitment of CCEB staff, volunteers, contractors, and site personnel to the organization and the profession. In cases where travel is required, and/or out of pocket expenses are incurred, as a result of their duties with the CCEB staff, volunteers, contractors, and site personnel will be compensated in the following manner.

Process

Commercial Travel (Air/Rail/Ferry):

- a. Air travel should be booked with the designated CCEB travel agency.
- b. Travel on WestJet whenever possible.
- c. If travelling with another airline, you must sign an agreement with the CCEB's travel agency acknowledging that you will reimburse the CCEB for the airfare if you are required to cancel your trip.
- d. Rail/Ferry travel may be used but should not exceed the total cost of airfare as referenced above.
- e. You are responsible for any costs associated with upgrading, changing, or cancelling travel times or dates.
- f. You are responsible for any costs associated with changing the route or extending your stay.
- g. The CCEB will not reimburse checked baggage costs or seat selection costs unless otherwise pre-approved by CCEB.

Ground Travel and Parking:

- a. Mileage for personal vehicle usage shall be reimbursed at \$0.55/km or the CRA rate, whichever is less (mileage expense cannot exceed airfare cost) and shall cover the following:
 - i. To and from your home to the airport (one return trip); or
 - ii. To and from your home to the meeting location. (one return trip/day); and
 - iii. No additional claims may be made for insurance, fuel or other incidentals.

- b. Airport parking shall be reimbursed for the length of the parking required to attend the CCEB event or meeting.
 - i. You are encouraged to seek the lowest priced parking alternative.
- c. Ground transportation (taxi/Uber/Lyft/bus/train etc.-) to and from airport/event will be reimbursed unless a group shuttle has been arranged by the CCEB.
 - i. Limo or car service will be reimbursed to a maximum equivalent to the standard taxi rate.
 - ii. Where a shuttle has been arranged by the CCEB, parking, mileage, and all other transportation-related expenses for that portion of travel will not be reimbursed.
- d. Parking at the event site or meeting will be reimbursed only where such fees are not already covered by the CCEB in alternate ways (on master hotel account, etc.)
- e. The CCEB will not reimburse you for any highway tolls (Highway 407 in Ontario etc.)
- f. Rental cars are only permitted with pre-authorization from CCEB office.
 - i. Total of rental fee and fuel cannot exceed what would have been paid in hotel expenses.
 - ii. Mileage is not paid in addition to rental and fuel.

Hotel

- a. Hotel accommodations and meeting rooms shall be arranged by the CCEB for all CCEB events/meetings.
 - i. You are responsible for any upgrade fees, room changes and stay extensions along with incidental fees, including telephone calls, movies, mini-bar and other similar fees.
 - ii. The CCEB will cover the following:
 - i. guest room and taxes and
 - ii. hotel parking.
- b. If you unable to arrive home by 12:01 a.m. on the day following your departure day (i.e. one minute after midnight), you may request an additional hotel night to be provided at the discretion of the CCEB.

Meals:

- a. Daily maximums allowed per meal (not a total per day):
 - Breakfast - \$15.00
 - Lunch - \$20.00
 - Dinner - \$30.00
 - i. Limit tipping to 18%
 - ii. A meal allowance is only provided where the CCEB does not provide a meal.
 - iii. Gum, tissues, snack etc. are considered personal item and not reimbursed.
 - iv. The CCEB does **NOT** reimburse for alcohol expenses.
- b. Dinner will be covered on the last day of the meeting or event only if you are still in transit.
- c. Meals should be an individual/single portion (no family packs etc.).
- d. If you participate in a group meal, that you pay for, you must submit the names of each volunteer who participated. Only one person can claim the meal expense.

Submitting Expense Claims:

- a. Expense claims must be received within **60 days** of incurring the expense in order to be reimbursed.
- b. You are required to submit a void cheque in order to be paid.
- c. By submitting a void cheque, you consent to receiving your expense reimbursement by direct deposit into that account.
- d. Completed expense forms and all itemized receipts should be scanned and emailed to volunteers@cceb.ca.
- e. Expense reimbursement is declined for items that do not comply with this policy and any items that are not accompanied by itemized receipts.

Scope

This Policy applies to all staff, volunteers, contractors, and site personnel claiming expense reimbursement from the CCEB.

Responsibility

Approval: The CCEB CEO is responsible for approving this policy and any changes hereto.