

POLICY: Mileage/ Expenses Claims	NEW <input type="checkbox"/> REVISED <input checked="" type="checkbox"/>	POLICY NUMBER: F - 05
APPROVED: BOARD OF DIRECTORS: <input checked="" type="checkbox"/> EXECUTIVE DIRECTOR: <input type="checkbox"/>	DATE OF ISSUE: April 16, 2003 Revised: November 2009 Updated July 2016	Effective Date:  November 2009
SCOPE: This policy applies to all employees of the Bureau		

## MILEAGE / EXPENSE CLAIMS

### 1. Purpose

To set out rules and principles for the reimbursement of expenses incurred while conducting YSB business to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective use of YSB resources in the reimbursement of expenses.

This policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA).

### 2. Policy

It is the policy of Youth Services Bureau of Ottawa to reimburse allowable mileage and program expenses, and to ensure that the expenditure of YSB funds is properly authorized, supports agency business, initiatives, and goals, and is of an appropriate standard.

Rules and procedures surrounding expenditures and employee reimbursement of expenses is based on four principles:

1. **Accountability.** All mileage and program expense claims submitted by employees, volunteers or Board members must be the result of YSB business activity.
2. **Transparency.** All rules and policies surrounding these claims and reimbursements are available to employees on the agency's website.
3. **Value for Money.** YSB funds must be used prudently and safeguarded. All expenses incurred must support YSB's objectives, be economical with due regard for health and safety, and have appropriate authorization.
4. **Fairness.** Legitimate and authorized expenses incurred by employees while on YSB business will be reimbursed. An employee should not incur a financial loss as a result of providing authorized YSB business.

### 3. Employee Reimbursement

Employees submitting a claim form must follow the procedures as outlined in Appendices A and B.

All expenses incurred on YSB business must be authorized. Employees cannot approve their own expenses. Approval at the next, higher level must be obtained before the claim can be processed.

Employees seeking reimbursement for expenses must provide original, itemized receipts for all items being claimed.

Employees approving expense claims must ensure that the expenses being claimed are the result of approve YSB business and that all original, itemized documentation is present before providing an authorizing signature.

YSB reserves the right to reject reimbursement claims that are more than six (6) months old.

#### **4. Submission Process**

To ensure that YSB has sufficient time to review the claim and produce the payment, an employee should submit their mileage claim to their supervisor by the 2<sup>nd</sup> Monday of the month following the claim or the Tuesday if the Monday is a statutory holiday. Their supervisor will review and authorize the claim, and forward it to the Finance office by the following Friday of the same week. Payment will be issued to the employee the following week during the regular cheque run.

#### **5. Failure to Adhere to Policy**

Should an employee fail to adhere to the Mileage and Expense Claim Policy, the supervisor of the employee will take appropriate corrective action. If necessary, written notification from the Finance Office will be issued to the employee and his/her supervisor.

If an approver exercises discretion in making an exception to this policy, in order to ensure proper record keeping for audit purposes, written documentation detailing the exception must be made by the claimant and signed by both the approver and the Director of Finance, and must accompany the claim.

Since expenses are subject to audit, ineligible expenses identified through audit shall be reimbursed to YSB by the claimant.

#### **6. References and Related Policies**

Procurement

Out-of-Town Travel

Broader Public Sector Expenses Directive <https://www.ontario.ca/page/broader-public-sector-expenses-directive>

#### **7. Attachments**

Mileage and Program Expense Claim Form

Appendix A – Procedures for Submitting Mileage Claims

Appendix B – Procedures for Submitting Expense Claims