



West Parry Sound Health Centre

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CORPORATE			
EXPENSE DIRECTIVE			
ISSUING DEPARTMENT:	ADMINISTRATION	DATE OF ORIGINAL ISSUE:	MARCH 2011
ISSUING AUTHORITY:	DONALD SANDERSON, CEO	DATE OF LAST REVISION:	SEPTEMBER 2018
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1.0. POLICY STATEMENT

This policy will establish rules where expenses are reimbursed from public funds. The expense rules apply to any person in the organization making an expense claim, including appointees, board members, employees, consultants and contractors engaged by the organization providing consulting or other services.

This policy is based on four key principles:

- Accountability
- Value for Money
- Transparency
- Fairness

2.0 DEFINITIONS

- N/A

3.0 EQUIPMENT

- N/A

4.0 PROCEDURE

4.1 Signing Authority



Signing authority for expense claims is outlined in the following authorization schedule.

EXPENSE CLAIM SUBMITTED BY	PAYMENT AUTHORIZED BY
Board of Director Chair	Executive Committee
Board of Directors	Chair, Board of Directors
Chief Executive Officer	Chair, Board of Directors
Senior Leadership Team	Chief Executive Officer
Contractor/Consultant	Chief Executive Officer
All Others	Chief Executive Officer

4.2 Appointees, Board Members, Staff

4.2.1 When an applicant is preparing for work related travel and other related expenses, the most economical mode of transportation and accommodation must be arranged. A “standard” hotel room is considered the set option for accommodation. Overnight stays with family and friends are encouraged and eligible for reimbursement – See Corp # 0117 - Travel Expense.

4.2.2 A “Request for Travel Expense Approval and Authorized Leave” form must be completed by the applicant with estimates and approved for any planned travel and/or expense. Approval for expenses will follow the authorization schedule.

a) West Parry Sound Health Centre will reimburse the use of a personal vehicle for work-related travel at a rate of .525 cents per kilometer. This rate will be reviewed by the Chief Executive Officer annually.

4.2.3 Upon return from travel and/or incurred expense, the applicant must complete the “actual” expense column on the Request for Travel Expense Approval and Authorized Leave form and attach all original receipts to this form. Appropriate authorization must be obtained and then the form can be submitted to Financial Services for reimbursement.

4.3 Consultants and Contractors

4.3.1 A detailed summary of expenses incurred including date, nature of expense and original receipt must be submitted in a timely manner.

4.3.2 Approval for expenses will follow the authorization schedule and payment will be issued by Financial Services.

4.3.3 In no circumstance will contractors and consultants be reimbursed for expenses such as meals, snacks, beverages (including alcohol),

gratuities, laundry, dry cleaning, valet services, parking, personal phone calls, dependent care and home management without prior written consent from the CEO. This list is subject to periodic review and revision.

4.4 Alcohol

4.4.1 Under normal circumstances, alcohol is not a reimbursable expense.

4.4.2 Reimbursement for alcohol as part of a hospitality event is permitted with prior and proper approvals.

REQUEST BY	APPROVAL AUTHORIZED BY
Staff	Chief Executive Officer
Chief Executive Officer	Board of Directors or Executive Committee

5.0 OUTCOMES

- Accountability for expensing of public funds
- Sound financial budgeting

6.0 REFERENCES

- N/A

7.0 RELATED POLICIES

Corp # 0117 Travel Expense

FS 1.1 Request for Travel Expense Approval and Authorized Leave form.

8.0 APPENDIX

- N/A

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