



**FIREFLY
POLICY FIN #12**

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| Section: | FINANCE |
| Policy Name: | Staff Expense Claims |
| Approved by: | Chief Executive Officer |
| Effective Date: | October 18, 2023 |
| Next Review Date: | October 18, 2024 |

POLICY

For staff needing to claim expenses incurred while travelling for business or training purposes an Employee Expense form must be completed and approved by the leadership level as detailed in FIN # 10. FIREFLY follows the requirements set by the Ontario Broader Public Sector Expenses Directive.

Claimants are required to:

- Obtain all appropriate approvals before incurring expenses
- Submit, itemized receipts electronically with all claims with the exception of per diems.
- Submit claim by the 5th business day of the following month
- If any of the above is not available or is not possible, submit a documented explanation with the claim to provide the approver with adequate information for decision-making
- Repay any overpayments – it is considered a debt owing to the organization

Approvers are required to:

- Provide approval only for expenses that were necessarily incurred in the performance of organization business
- Provide approval only for claims that include all appropriate documentation

Meal Allowances: When travelling, the Agency does not expect staff to be out of pocket when purchasing meals. The guidelines listed below are considered reasonable for most places being travelled to. However, there may be an occasion where meal expenses exceed agency guidelines. In such cases it will be at the discretion of the supervisor to approve those expenses that go over the recommended allowances. In these cases, receipts must be provided. When the per diem amounts are claimed, actual receipts are not required to be submitted.

- Breakfast: up to \$18.00 per day, including taxes and gratuities
- Lunch: up to \$23.00 per day, including taxes and gratuities
- Dinner: up to \$28.00 per day, including taxes and gratuities

Sundry Expense: An employee may request an incidental per Diem of \$5.00 per day of travel.

Alcohol: Expenses for alcohol will not be reimbursed.

Airline travel: Return tickets, reduced fares, or special rates should be purchased whenever possible and practical. The Agency will reimburse the cost of tickets and related incidental fees including a baggage fee for one (1) bag and reasonable airport parking fees. Costs related to preferred seat selection will only be paid when recommended by a travel advisor.

The Agency will pay financial penalties charged for changes and cancellation of tickets, provided the change was made for Agency business and not for personal convenience.

Ground Transportation: Please refer to vehicle policy HR# 52.

When a vehicle is rented, the Agency will reimburse the cost of gas used in the performance of Agency duties.

Employees who use their own personal vehicle for FIREFLY business, when no agency or rental vehicle is available, shall be compensated by a mileage allowance payment. The mileage rate is as stated in the collective agreement.

Reimbursement will be provided for necessary and reasonable expenditures on parking and ground transportation services while travelling for Agency business.

Accommodation: The Agency will reimburse the cost of single accommodation in a standard room.

Staff members who share an accommodation may elect to claim a shared accommodation allowance of \$25/night each. Receipts will not be required to claim this accommodation per diem.

Accommodation at a private non-commercial facility is also acceptable. Staff members may elect to claim a private accommodation allowance of \$50/night when this option is selected. The intent of this reimbursement is to allow the staff member to give a gift or take the host to dinner as a thank-you for providing accommodation. Receipts will not be required to claim this accommodation per diem.

Perquisites: The Agency does not provide any perquisites in accordance with the Ontario Broader Public Sector Perquisites Directive.

PROCEDURE

The Employee Expense Claim form and the Visa Reconciliation form are to be accessed from SharePoint each time a claim is needed. The claim form details the specific steps required for completion.

Once claims are approved, a copy of the claim form, the email showing approval and all related expenses are to be saved in the accounting software.

Related Policies:

Purchasing Tendering Approval Limits Policy [FIN #10](#)

Vehicle Policy [HR #52](#)

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| Date Created: | March 3, 2013 | Date Reconfirmed: | October 20, 2020 |
| Date Revised: | December 4, 2013 December 7, 2017 November 16, 2022 June 7, 2023 October 18, 2023 | | |