

<b>Community Living Welland Pelham Policy and Procedures</b>	<b>Date:</b> <b>January 23, 2026</b>
<b>Section:</b> <b>Agency</b>	<b>Page:</b> <b>1-3</b>
<b>Subject:</b> <b>Expenses</b>	
<b>References:</b> <b>The Broader Public Sector (BPS) Procurement Directive, Broader Public Sector Accountability Act, 2010.</b>	

### **Policy Statement:**

Community Living Welland Pelham (CLWP) will establish and maintain internal controls over the reimbursement of business-related expenses. All expense practices are in accordance with Generally Accepted Accounting Practices, Ministry Guidelines, Broader Public Sector Accountability Act (BPSAA) and sound financial practices. Expenses incurred on behalf of CLWP must be reasonable, necessary and support the association's mandate.

### **Purpose:**

The purpose of this policy is to:

- Ensure that resources are used responsibly and transparently.
- Provide clear rules for the reimbursement of business-related expenses incurred by employees, board members, and authorized volunteers.
- Outline eligible expenses.
- Establish approval, documentation and reimbursement requirements.
- Ensure compliance with the BPS Expense Directive and applicable legislation.

### **Responsibility:**

All employees, board members and authorized volunteers are responsible for ensuring that expenses claimed are reasonable, necessary and incurred for approved CLWP purposes. Supervisors, Managers and Directors are responsible for reviewing and approving expense claims to ensure compliance with this Policy.

The Finance Department is responsible for verifying that expenses are appropriately authorized, supported by documentation and compliant with BPSAA requirements prior to reimbursement. The Executive Director (or designate) is responsible for approving expenses submitted by the members of the senior leadership team.

## **Procedure:**

### **General Principles:**

- Expenses must be pre-approved where required and incurred in the most economical and efficient manner.
- Original itemized receipts are required for all expense claims.
- Personal expenses will not be reimbursed.
- Expense claims must be submitted within 30 days of the expense being incurred, unless otherwise approved.

### **Eligible Expenses:**

All expenses must be reasonable, necessary and directly relating to CLWP values, mission and vision.

Eligible expenses may include, but are not limited to:

- Mileage for use of a personal vehicle authorized for CLWP business. Employer will pay an allowance per km. All mileage claims must be submitted in compliance with the SEIU and CUPE Collective Agreement and CLWP Personnel Policy.
- Public transportation, parking or taxi costs for business purposes.
- Expenses incurred by employees for out of pocket on behalf of the association. Normally, the activity should be approved in advance by the employee's Supervisor. Approved expenses include meals, gratuities, tickets or entrance fees.
- Accommodation costs when overnight travel is required.
- Conference, training and registration fees (when pre-approved).

### **Ineligible Expenses:**

The following expenses will not be reimbursed:

- Alcohol, except where permitted under limited hospitality provisions and pre-approved.
- Personal entertainment or leisure activities not related to CLWP employment.
- Expenses incurred by family members or guests.
- Traffic violations, parking tickets or fines unless approved by their supervisor due to extenuating circumstances.
- Expenses without appropriate receipts (except in rare, approved circumstances).
- Expenses incurred without prior approval, except in cases where approval was not possible and reimbursement was later approved.

### **Approval Authority:**

Employees must obtain approval from their immediate supervisor prior to incurring expenses. Supervisors approve expense claims submitted by staff reporting to them by signing the Payment Request form. These approved claims are submitted to the Finance Department for

processing and ensuring supporting documentation is present and expense is authorized and properly coded.

### **Reimbursement Process**

Expense claims must be submitted using the approved Payment Request form, including the receipt or invoice. Reimbursements may be in the form of cash, petty cash cheque or cheque requested for payment from the CLWP operating account.

<b>Type of Payment Method</b>	
<b>Total Expense Value (non including taxes)</b>	<b>Type of Reimbursement Method</b>
\$1 to \$50	Cash from Finance
\$1 to \$200	Petty Cash Cheque (24hr reimbursement)
\$1+	Weekly Cheque disbursement

<b>Expense Value</b>	<b>Approval (Budget Manager)</b>
\$1 up to \$499	Supervisors
\$500 to \$4,000	Managers, Directors
Over \$4,000	Executive Director

### **Compliance and Audit:**

Non-compliance with this policy may result in denial of reimbursement and corrective action. Expense claims and supporting documentation will be retained and stored as per record retention requirements. All expenses are audited by internal and external accountability requirements.

The Finance Manager will notify the Supervisor, Manager, Director or Executive Director of any discrepancies in type of payment method requested or approval levels not being followed.