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EXPENSES ELIGIBLE FOR REIMBURSEMENT

Rationale

Parties are reimbursed for any reasonable out-of-pocket expenses incurred while performing company business, ensuring accountability, transparency, value for money and fairness.

Policy

Reimbursable expenses include, but are not limited to, meals, mileage, parking, lodging, and incidental costs incurred while on Bethesda business.

Procedure

- Expense claims are in writing on an Expense Claim Form, accompanied by original receipts, and authorized by the appropriate manager. Following the approval, the claim is forwarded to the Finance Department for payment, ensuring good record keeping practices for verification and audit purposes.
- Approvers are prohibited from approving their own expenses.
- Under no conditions will hospitality, incidental, or food expenses be considered allowable expenses for consultants and contractors under contract with Bethesda.

Meals

The following are daily maximums when away on agency business. These are maximums and include an amount for a gratuity. The reimbursement amount is based on actual receipts turned in within the above guidelines:

- Breakfast \$15.00
- Lunch \$20.00
- Dinner \$25.00

Amounts in excess of the above, require approval of the respective Chief.

Under no conditions will Bethesda reimburse an employee, volunteer, or Board Member for the cost of alcohol.



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Mileage and Parking

- Mileage sheets are approved by directors for managers, and by managers for staff.
- All forms must be complete with employee name, employee number, department, and approved signatures.
- Travel within Ontario may be approved by the employee's direct supervisor. Travel outside Ontario must have written approval of the Chief Executive Officer.
- Payroll maintains a "split list" to determine where to charge mileage when a staff member works in more than one department.
- A parking receipt is required unless a parking meter is used and no receipt is available.

Lodging

- Wherever possible, standard room accommodations consistent with the principle of value for money, should be used. Bethesda staff are not allowed to share accommodations.