

**CONDITIONS OF EMPLOYMENT – STAFF EXPENSES**

**HR D13**

**INTENT**

Sunshine Coast Community Services Society reimburses work-related expenses with a commitment to regular and timely reimbursement. Employees’ personal finances should not be negatively affected by work-related expenses.

**POLICY**

Work-related expenses must be pre-authorized by the supervisor, and receipts must be submitted with expense claims.

**PROCEDURE**

1. A cheque will be issued when the total of expenses incurred by employees during the performance of their duties exceeds \$10.00. Expenses are paid monthly. Employees submit an Expense Claim form, accompanied by itemized receipts and approved by the Supervisor together with their timesheet at the end of the month.
2. At fiscal year-end, March 31, all expenses for the previous fiscal year must be submitted by April 15. This includes employee mileage and expenses, credit card charges, petty cash receipts, and invoices.
3. Itemized receipts must clearly show the GST and PST where applicable. Debit and credit card slips are not acceptable. Expense claims without receipts will not be accepted.
4. Credit cards reside with the Executive Director and must be specifically requested when required. A Credit Card Purchase Record must be completed for all transactions and receipts attached.
5. Employees, with the approval of the supervisor, are entitled to reimbursement for meal expenses incurred while working out of the region, or while attending to Society business as outlined in the job description, to the maximum set out below, or at the rate set out in the collective agreement where it applies, and accompanied by receipts. The receipt must not include expenses for alcohol; employees must request a separate receipt for food only at time of billing at the restaurant. Expenses for alcohol will not be reimbursed. Expenses are paid according to the receipted amount only to the maximum current rate. Current rates can be obtained from the Payroll and Accounts Payable Administrator.
6. Staff should not include personal purchases on the same cashiers receipt as work-related purchases.
7. Employees may request an advance to offset the cost of work-related purchases, travel, etc. by completing a Cheque Requisition form. Two weeks’ notice is preferable; however, in cases of hardship a cheque can be issued immediately.

**Cross Reference:** HR D12 Conditions of Employment – Staff Travel.

<b>EFFECTIVE:</b> December 1, 2015	<b>APPROVED BY:</b> Executive Director	
<b>REPLACES:</b> April 1, 2014	<b>MONITORING:</b> Executive Director	<b>FREQUENCY:</b> Annually