COMMUNITY LIVING
Upper Ottawa Valley

HUMAN RESOURCE POLICY

CATEGORY: RENUMERATION, BENEFITS & COMPENSATION	**NUMBER:** 3-10
SUBJECT: TRAVEL AND EXPENSE CLAIMS	**PAGE:** 1 of 3
APPROVED: February 2026	**REVISED:** July 26, 2024 June 13, 2023; April 1, 2016; January 21, 2010.
REVIEWED: Tina Williams	

POLICY:

Community Living Upper Ottawa Valley will reimburse employees and volunteers for authorized travel expenses incurred while on Association business.

PROCEDURES:

1) Employees and volunteers are to receive approval from their supervisor prior to making expenditures on behalf of the Association.

2) Individual employee/volunteer will itemize and submit for written approval the original signed expenses claim (on prescribed form) to his/her supervisor for approval.

3) Original receipts reflecting HST, where applicable, are to be submitted with the expense form. Credit card or interact receipts are not recognized as original receipts.

4) Original expense forms are to be submitted monthly on the prescribed form accompanied by the original receipts. Expenses must be submitted for reimbursement within 3 months of being incurred, or they will not be reimbursed.

GENERAL GUIDELINES:

1) Mileage
a) Actual kilometer readings are to be used as the basis for mileage reimbursement. There is no minimum allowance for short trips.

b) Mileage rates are set and reviewed as per the current CBA. Mileage claims are calculated from the employee's or volunteers' first scheduled place of employment.

c) If an employee or volunteer has a work-related stop on the way to the scheduled place of employment, mileage may be claimed from the location of the stop to the scheduled place of employment (one way).

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d) If an employee or volunteer has a work-related stop that is in a direction away from the scheduled place of employment, mileage is claimed starting at the employee's or volunteer's home.

e) If an employee or volunteer has a work-related stop on the way home, mileage may be claimed from the scheduled place of employment to the location of the stop (one way).

f) If an employee or volunteer has a work-related stop that is in a direction away from home, mileage is claimed from the scheduled place of employment to the location of the stop

g) and back to the scheduled place of employment

2) Meals

1. Employees who have approved plans that include providing supports or conducting association business outside of county, that require an employee to incur the costs of one or more meals shall be reimbursed accordingly for these expenses, provided the expenses are pre-approved and receipts are provided within 30 days.

2. In situations of unforeseen circumstances that are brought to their immediate supervisor or on-call designate for approval.

or

In the event they are required to remain on shift beyond 3 additional hours of work past their agreed to shift they may provide a receipt for one meal after written approval from their direct supervisor.

3. In all situations, receipts shall be provided within 30 days. Expense re-imbursement shall include any documented gratuity (if applicable) and at no time shall include the purchase of alcohol. The Daily Maximum shall be set and approved by the Board of Directors on an annual basis and included as an addendum to the policy.

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a) Reimbursement of costs is made for meals incurred while on Association business away from the community support is provided in.

b) Meal rates are set and reviewed at the discretion of the Board of Directors within the context of the current Association budget. (See Addendum for current rates.)

3) Accommodations

a) Reimbursement is made for costs associated to lodging for employees and volunteers who are directed to perform Association business out of town.

b) Employees and volunteers are expected to obtain the best rates possible for such accommodation.

4) Expenses Not Eligible for Reimbursement

a) The Association believes that employees and volunteers are responsible for their own behaviour and for their personal expenses. Therefore, reimbursement will not be made for parking tickets, speeding tickets, portable handheld device tickets, alcoholic beverages, movie rentals and any other expenses deemed to be of a personal nature.

5) Other Expenses

a) The Association recognizes that other travel expenses, not listed above may be incurred by employees and volunteers while on Association business. Reimbursement for such expenses will be at the discretion of management and must have management approval prior to the expense being incurred.

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ADDENDUM 1

MILEAGE RATES
The mileage rate, approved by the Board of Directors of Community Living Upper Ottawa Valley effective July 2024 is set at $.53 per kilometer.

MEAL ALLOWANCES
The Board of Directors approved in February 2026, that meal reimbursement will be based on the following Breakdown:

Breakfast – $12.50
Lunch – $15.00
Supper – $25.00