



FINANCIAL POLICIES

Section: Financial Accountability	Subject: Expenses	Policy #: 5.2
Nature: Operational Policy	Authority: Chief Executive Officer	Accreditation: Mandatory
Implementation Date: 10/98	Revision Dates: 06/01; 11/01; 04/02; 05/08; 06/11; 06/13	Last Review Date: 06/11; 06/13

Business expenses, hospitality, program costs, food/activity expenses and mileage/meterage are defined in Human Resources Policy 5.17.

Reimbursement for eligible costs is subject to maximum rates as set forth in the above policy or in related agency forms (i.e., Travel/Expense Sheet).

Employees shall submit a Travel/Expense Sheet with receipts to the supervisor at the end of each month.

The supervisor:

- reviews and initials the Travel/Expense Sheet for approval purposes and forwards the Travel/Expense Sheet to the Administrative Assistant, Finance and Human Resources by the 2nd day of the next month for processing.

The Administrative Assistant, Finance and Human Resources:

- issues a reminder to employees regarding the deadline for submission of expenses;
- pays the approved expenses through payroll on the 15th of each month.

NOTE: Travel/Expense Sheets which are not submitted for approval and payment by the dates indicated are included in the next month's first payroll.

- reviews and initials the Travel/Expense Sheet for approval purposes and forwards the Travel/Expense Sheet to the
- prepares an expense summary cost allocation for the Bookkeeper.

The Bookkeeper:

- utilizes the expense summary as a source document for input into the Centre's financial records (i.e. preparation of financial reports and sub-reports).

The expenses of the Chief Executive Officer are approved and initialled by the Chair of the Board of Directors or Board executive designate (Vice Chair, Treasurer/Secretary) and processed as above.