

Policy

It is the policy of the Corporation to reimburse employees and other officials and volunteers of the Corporation for certain *pre-approved* expenses incurred in the performance of duties for the Corporation. All Corporation operations are funded, to a large extent, by membership dues from individuals. As such all Corporation employees and other persons performing services on behalf of the Corporation have a responsibility to ensure that prudence and restraint are exercised in the expenditure of these funds.

In all cases, therefore, sound business practices must govern any decision to incur expenses but, in addition, clear rules and guidelines must be adhered to in order to ensure the proper use of the Corporation's funds.

This policy is in two parts: Section 1 - Reimbursement Policy and Section 2 - Expense Claim procedures.

Section 1. Reimbursement Policy

TRAVEL EXPENSES

A. Air Travel

Air travel is arranged through the Corporation's travel agent; however, certain trips may be arranged personally. It is the policy of the Corporation to either pay such expenses directly to its agents or reimburse the person claiming the expenses based upon the following guidelines:

1. Each trip will be authorized by Management through communication from the Head Office for the purposes of travelling for Corporation business.
2. In the absence of the Executive Director, approval must be obtained from the Treasurer or President, and in certain circumstances by the Chair of the Committee whose Committee is charged with the expense.
3. Management will approve travel authorization for the staff.
4. The President or the Treasurer of the Corporation should perform travel authorization for the Executive Director.
5. No personal trips will be authorized for billing the Corporation even if reimbursement is promised or provided.
6. Economy class fares only will be allowed and, where possible, cut-rate fares must be taken advantage of.
7. If alternative methods of travel are preferred or selected, reimbursement will be for the lowest cost method of travel using the standard rate of travel as advised by the Corporation's travel agent (eg. If driving is preferred to flying, the lesser expense of car mileage at the Corporation's kilometer rate or standard airfare rate will be reimbursed)

The Corporation will not provide reimbursement for use of airline coupons, tickets, points or air miles used for travel on Corporation business. The use of personal frequent flyer points for Corporation travel is voluntary and is not a reimbursable expense.

B. CAR RENTALS

As with air travel, most car rentals are arranged through the Corporation's agents for direct billing. The following guidelines must be adhered to in incurring car expenses:

1. Car rentals must not be used if an alternative, cheaper method of transportation is available. For example, car rental for a one or two-day out of town trip is not usually economical when compared to the cost of taxicabs. All persons must use reasonable judgment in this regard.
2. Each car rental for direct billing must be pre-authorized by Management, or if not possible, by the President or Treasurer in accordance with the expense report process.
3. Car rentals will not be reimbursed for local travel, i.e., within the person's hometown or city. In this case you are expected to use your personal vehicle, and, if applicable, claim the kilometer reimbursement as stipulated below.
4. No personal use of car rentals will be authorized for billing to the Corporation even if reimbursement is promised or provided.
5. When car rental is considered necessary, a size and class of car that is appropriate to the number of passengers must be selected in order to minimize costs.
6. Car rentals should be secured under Orthotics Prosthetics Canada, not by the individual. Rental Car insurance is not required, if the rental is booked under Orthotics Prosthetics Canada name. If the rental is not booked under Orthotics Prosthetics Canada, rental insurance must be purchased.

C. TAXI FARES

Taxi fares will be reimbursed where they are incurred on Corporation business as follows:

1. From home/office to airport/train station on outbound trips in your hometown (and vice versa on the inbound trip)
2. From airport/train station to office/hotel on outbound trips in the city being visited (and vice-versa on inbound trips)
3. Taxi fares within the city you are visiting as required

Original receipts must be obtained for all taxi fares and must include gratuities. Whenever possible, taxis should be shared.

D. KILOMETER ALLOWANCE

Where persons are required to use their personal automobile for Corporation business, they will be reimbursed for the kilometers driven on such business at the governing reimbursement rate. The current mileage reimbursement rate used is the CRA mileage reimbursement rate as published here:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>

E. OTHER TRAVEL EXPENSES

The Corporation will reimburse such other travel expenses as may be incurred by personnel on Corporation business if they are reasonable, given the circumstances. These include:

- Train fares (not directly billed), business class rail travel is permitted.
- Bus fares (both inter-city and airport buses)
- Parking- meter parking (no receipt required)
- Lot parking (receipt required)
- Road tolls
- Gas for rental cars only if the Corporation reimburses the cost of the rental car.

LIVING EXPENSES

F. ACCOMMODATION

It is the Corporation's policy to reimburse employees, Officers of the Corporation and volunteers for hotel room charges incurred while on Corporation business when the individual is "out of town", i.e. away from one's normal city or town of residence. In some cases, hotel accommodations for "in-town" meetings or functions that extend over multiple days are warranted (i.e. early morning start after evening meeting), but must obtain approval from Head Office in advance.

As with the reimbursement of all expenses, it is necessary for all personnel, Officers of the Corporation and volunteers to follow sound business practices in order to minimize the cost to the Corporation in accordance with the following.

1. Reimbursement for meetings or functions will only cover the accommodations necessary to attend the meeting or function. Any extension in advance or following the meeting or function will be the responsibility of the individual. (eg. For a one-day meeting, accommodations for the evening before a full day meeting will be reimbursed with departure planned following the meeting where possible. In some cases, air travel may not be possible following the one-day meeting and, in those cases, a second evening of accommodation is warranted)
2. It is expected that personnel, Officers of the Corporation and volunteers will stay in the least expensive accommodation available. For example, it is not acceptable to stay in and pay for suite accommodation if a single room is sufficient.
3. It is expected that whenever possible and appropriate, rooms will be shared in order to minimize costs.
4. Whenever possible, hotel rooms will be directly billed to the Corporation's Head Office, given prior arrangements with Management, or if not possible, with the Treasurer or President.
5. Staff, Officers of the Corporation and volunteers are required to utilize accommodations that have been contracted by the Corporation for the meeting or function, if reimbursed by the Corporation.
6. In no cases will employees or other Officers of the Corporation or volunteers be allowed to charge, directly to the Corporation, room service, restaurant, bar or valet charges. These must be paid upon leaving the hotel and, if they qualify for reimbursement, be claimed on an expense report at the termination of the trip.

G. MEALS

The Corporation recognizes that, while persons are traveling on Corporation business, certain additional expenses are incurred on meals and other items that may not otherwise be incurred if the travel were not undertaken. The Corporation will reimburse meal costs up to the maximum as follows:

1. If persons are required to stay overnight in a hotel or lodging accommodation, they are eligible to claim meal costs for each night that they are "out of town".
2. Receipts will be required for these reimbursements to be made.
3. The reimbursement is limited to: \$75.00/per day

If meals are arranged by the Corporation as part of a meeting or function for the Corporation's personnel, Officers or volunteers at any time during their out-of-town business, meal costs may not be claimed in addition or instead of what has already been arranged.

H. ENTERTAINING

The Corporation recognizes that a certain amount of entertaining is necessary in the course of transacting Corporation business. In most cases, there will be a budget established for the meeting or function and all expenses, including entertainment expenditures, should be within the budget established. These expenses must be authorized by Management or, if not possible, approval must be obtained from the Treasurer or President, and in certain circumstances by the Chair of the Committee whose Committee is charged with the expense.

Entertainment expenditures, more than any other, requires individuals to show constraint and sound business practice. It is useful to repeat at this point that primarily personal contributions and members' dues fund the Corporation and as such we have a duty to practice restraint in this area and balance the objectives of the Corporation within our limited financial resources.

It is the Corporation's policy to reimburse staff and other Officials of the Corporation for entertainment expenses incurred specifically for Corporation business in accordance with the following guidelines:

1. Entertainment expenses will only be reimbursed if they are reasonable, given the circumstances of the occasion, with regard to:
 - a. the staff member or Corporation Official performing the entertaining
 - b. the person or persons being entertained
 - c. the reason for the entertainment
 - d. Entertainment will only be reimbursed if it is necessary, given the circumstances, to transact business over a meal (e.g. a dinner meeting).

In these cases, there must be a significant amount of Corporation business being discussed at such meetings and not merely a passing reference. In each case the question must be asked: "Can this meeting take place without the entertainment cost? "If it can, then the expense should not be incurred.

2. If the entertainment expense is considered appropriate given the circumstances of the situation, then the staff or Corporation Official hosting the meals are expected to show due restraint in line with sound business practices in incurring the expense. Due regard must be paid to the type and cost of entertainment in order to minimize the expense.

3. Reporting of any entertainment expenses must be made on the standard Corporation Expense Report. In addition to the amount, which must include any and all gratuities, the following information must be provided on the report in order for any reimbursement to occur:
 - a. Date
 - b. Name(s) of person(s) entertained
 - c. Title/position of person(s) entertained
 - d. Place and purpose of entertainment

All receipts must be provided as proof of the expense or else reimbursement will be refused.

I. GRATUITIES

The Corporation will reimburse reasonable cash gratuities given by staff and Corporation Officials when traveling on Corporation business and should generally not exceed 17% of the total bill excluding taxes or 15% of the total bill including taxes. Generally speaking, these will only be for gratuities to taxi cabs, meals, and entertaining and must be added to and claimed as an expense under these categories. As with all other expenses, individuals are expected to show constraint in this area and will only be reimbursed for what is reasonable under the circumstance. Receipts submitted must reflect the gratuity.

J. OTHER LIVING EXPENSES:

The Corporation will reimburse staff and Corporation Officials for other living expenses of a reasonable nature. However, it will specifically not reimburse any of the *following*:

- a. Valet or dry cleaning
- b. Room service or bar/restaurant charges of a personal nature
- c. Movie charges in a hotel
- d. Newspapers or journals
- e. Traffic and parking violations
- f. Health Club costs
- g. Luggage lost or delayed on Corporation business – please file with the airline
- h. Obtaining or renewing a passport
- i. Telephone or data calls made from airplanes
- j. Tickets to sporting or cultural events
- k. Child care, baby-sitting and pet care
- l. Credit card late fees
- m. Any expenses submitted 65 days or more after the expenses were incurred.
- n. Any other living expense of a personal nature

K. OTHER EXPENSES

It is possible, through the process of filing a Corporation expense report, to claim other expenses incurred by an individual traveling on Corporation business. These may include:

- a. Telephone charges incurred from home, cell, public phones or hotels on Corporation business
- b. Meeting rooms or other expenses incurred
- c. Postage or courier charges

Spouse and Companion Travel

Expenses for a spouse or companion accompanying an individual on travel tied to Corporation business should be separated from the business expenses and are not eligible for reimbursement. The Corporation is not liable for a loss claim (injury, damage, lost luggage, etc.) involving spousal and or companion travel.

L. INSURANCE

The Corporation expects that all members traveling on Corporation business will be responsible for all personal and liability premiums and the Corporation accepts no responsibility for claims on such accounts.

Section 2: Expense Claim Procedure

In order for an employee or other related Corporation Official or volunteer to obtain reimbursement for expenses incurred on Corporation business that are not directly invoice to the Corporation, it is necessary to file a completed Expense Report provided by the Corporation.

In completing the form, the following items are mandatory:

- a. name of the person making the claim,
- b. Dates being claimed
- c. Details of the purpose for incurring the expenses (meeting, function, etc.)
- d. Travel dates, and
- e. The GST / HST tax.

Prepaid air or train ticket stubs must be retained and attached to the expense report as evidence of the travel having taken place.

All advances received must be deducted from the total expenses claimed to show the net due from or (to) the Corporation. Any reports showing amounts due to the Corporation must be accompanied by a cheque made payable to Orthotics Prosthetics Canada or Orthèse Prothèse Canada.

Exchange rates on foreign currencies should be confirmed with the administration office of the Corporation when submitting expenses for cash reimbursement. When purchasing foreign cash the individual must submit the exchange voucher with the expense report or in the case of a credit card transaction, please submit the portion of the credit card statement showing transaction details. Authorized individuals are not expected to incur currency losses or gains when traveling on Corporation business.

M. APPROVALS:

Each report must be:

- a. Signed by the person making the claim
- b. Approved by the Chairman of the Committee concerned, by Management, or if not possible, the Treasurer or President
- c. Pre-Approval is required by Management or if not possible, the Treasurer or President, if over \$1000.
- d. The Executive Director's expense reports shall be approved by the President or the Treasurer.

N. RECEIPTS:

Original receipts, except where noted in this policy, are required for all items of expenditure. Please note that restaurant tear tabs and credit card statements with no itemized receipts will not be reimbursed. Items listed as "miscellaneous" must be explained on the expense form.

Management will adjust reimbursement on any reports that do not have the attached necessary receipts. If the receipts are subsequently obtained, they may be submitted on a supplementary report.

All expense reports should be filed on a timely basis. The Corporation reserves the right to refuse reimbursement of expenses that are not claimed on a timely basis. Out of pocket expense items submitted over 65days from the date of occurrence may not be reimbursed. Interest charges for late payment fees on a personal credit cards are the individual's responsibility.

Approved by the Orthotics Prosthetics Canada (OPC) Board of Directors 11 -29-2015