	<p>John McGivney Children's Centre School Authority Staff and Volunteers – Procedure</p>	<p>PR 3011</p>
	<p>Employee Expense Reimbursement</p>	

## Purpose

1. To establish criteria and procedures for the reimbursement of expenses incurred by employees while performing duties on behalf of the John McGivney Children's Centre School Authority.
2. The School Authority assumes no obligation to reimburse expenses that are not in compliance with these procedures.
3. To ensure compliance with Ministry expectations.

## Definitions

**Authorization:** The approval of an expense reimbursement by an appropriate person with adequate signing authority.

**Receipts:** Original documents that include details of the expenditure, the amount, taxes paid and the date. Credit card or debit receipts are NOT receipts.


## Roles and Responsibilities / Procedure

### Principal/ Business Manager

1. Ensure that the Employee Expense Reimbursement policy and procedures are implemented and complied with prior to authorizing and processing reimbursements.
2. Ensure that Employees are informed of updates to the mileage reimbursement rate and ensure that Trustees have access to the appropriate forms to facilitate the reimbursement process.
3. Ensure that approved expense claims are processed in a timely manner.

### Employees


1. Ensure that expenses are reasonable and appropriate in accordance with guidelines and directives issued by relevant authorities in order to be eligible for reimbursement (see Applicable Documents for reference materials).
2. Ensure that the required forms as prescribed by administration are used to submit expense claims accompanied by all necessary appropriate supporting documentation prior to the expenses being considered for reimbursement. Details and documentation will include, but are not limited to:
  - a. Dates, description and reason for expenses.

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- b. Original receipts, except where original receipts have been submitted to the Ministry of Education or alternate funding source. Should that be the case, photocopies of receipts will be accepted.
  - c. Documents to support mileage claimed (i.e., printout from Google maps noting starting and ending destinations along with trip duration).
3. Ensure that the claim is certified with their signature.

### Expectations

1. When possible, the School Authority will make arrangements for events, conferences, professional development opportunities employees are to attend and have costs charged directly to the School Authority.
2. Credit card and debit receipts are insufficient proof of expenditures. **Detailed receipts**, with the date clearly marked, are considered sufficient evidence of reimbursable expenditures.
3. The most economical means of travel should be used and where that is not an option, a written explanation should accompany the reimbursement claim.
4. Where circumstances result in meal claim amount greater than those prescribed in the Travel, Meal and Hospitality Expenses Directive, the claim for meal reimbursement must be accompanied by an original itemized receipt and a written rationale for exceeding the prescribed rate(s).
5. Where a car rental is used, the Employee will purchase and be reimbursed collision damage coverage.
6. Employee travel requires advanced written approval of the School Principal or designate. The Chair will provide advanced written approval for the School Principal for any out of province travel.
7. Foreign exchange for out of pocket expenses will be reimbursed at the current exchange rate.
8. Expenses exempt from reimbursement:
  - a. Parking fines, traffic tickets and vehicle operating expenses
  - b. Alcohol
  - c. Meals provided via the event package
  - d. Movie and video rentals
  - e. In-room mini bar, water and snacks
  - f. Charges incurred for family member or guest
  - g. Other non-business related expenses

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### Applicable Documents

Document/ Form Nbr.	Title
P 3011	<a href="#">Employee Expense Reimbursement Policy</a>
<a href="#">P 1-120</a>	JMCCSA Mission and Vision Statement
<a href="#">BPS Expense Directive</a>	Management Board of Cabinet - Broader Public Sector Expenses Directive (Jan. 1, 2017)
<a href="#">Travel, Meals and Hospitality Directive</a>	Management Board of Cabinet – Travel, Meal and Hospitality Expenses Directive (Jan. 1, 2017)
<a href="#">Appendix A</a>	Expense Reimbursement Form
<a href="#">Appendix B</a>	Mileage Reimbursement Form

Approved by: Brenda Santarossa, Principal

Date Approved: June 18, 2019

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_