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<p>Statement</p>	<p>The Rainy River District Transportation Services will reimburse all Consortium employees for reasonable expenses incurred while performing duties on behalf of the Consortium.</p> <p>This procedure establishes criteria and procedures for the reimbursement of necessary and reasonable expenses incurred by all staff members while performing duties on behalf of the Consortium.</p>
<p>Responsibility</p>	<p>The Manager of Transportation will be satisfied that all expenses claimed are bona fide and reasonable before approving them for payment and that the same are charged to the appropriate expenditure budget.</p>
<p>Procedure – General</p>	<ol style="list-style-type: none"> 1. Expense claims will be for expenses incurred on Transportation business (i.e. contract management, professional development, workshops/ seminars, Board related meetings). 2. These claims will include, but are not limited to, actual out-of-pocket expenses incurred for: <ol style="list-style-type: none"> a) Courses, conferences or workshop charges. b) Hotel room charges for accommodation. No additional reimbursement will be made for suites, executive floors or concierge levels. c) In order to save money, private stays with family/friends while on Board business are encouraged. A maximum of \$50 per night for gratuitous lodging expenses while staying with family or friends is allowed – no receipt is required. d) Meals (if not included in registration). e) Tips and gratuities. f) Business phone calls. g) Reasonable personal telephone calls. h) Taxi receipts i) Supervisor approved car rental, when rental vehicle is more economical than the use of a personal vehicle. j) Necessary parking fees and airport fees. k) Other business expenses (i.e. fax, internet, etc.) l) Exchange on U.S. currency at current rate of exchange if incurred on RRDTSC business. 3. In general, the RRDTSC does not reimburse the following (but not limited to): <ol style="list-style-type: none"> a) Recreational costs (fitness facilities, video rentals, mini-bar charges, etc.). b) Entertainment c) Alcoholic drinks



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<p>Procedure – General</p>	<p>d) Charges incurred by a spouse e) Parking or traffic tickets f) Auto expenses of personal vehicle, as is covered with per kilometer charge.</p> <p>4. Meal Costs will be paid as follows:</p> <ul style="list-style-type: none"> • Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the individual is on Board business. • Meals to a maximum of \$65.00 per day, including taxes and gratuities, as follows: <ul style="list-style-type: none"> Breakfast.....\$ 15.00 Lunch.....\$ 20.00 Dinner.....\$ 30.00 • Reimbursement of meal costs must not include reimbursement for any alcoholic beverages. • Receipts are not required to be submitted with meal claims. This meal allowance will not be reimbursed above the \$65 per day maximum. • When more than one meal is reimbursable in the day, individuals have the discretion to allocate meal rates among the meals (i.e. it is acceptable to spend \$10 for Breakfast and \$25 for Lunch as the \$35 allowance for the two meals has not been exceeded.) • A meal allowance may only be claimed if the meals are not included as part of registration fees or otherwise already paid on the individual's behalf. <p>5. Many airlines offer deep discounts for travelers with a Saturday night stay over. Where this discount benefits the RRDTSC, the employee has the option of taking advantage of it. In these cases, normal meal and lodging expenses may be considered for reimbursement depending on the situation, and as long as additional expenses do not exceed the discount.</p> <p>6. Perquisites (Perks)</p> <p>The term perquisite, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.</p> <p>A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.</p>
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<p>Procedure – General</p>	<p>6.1 The following perquisites are not allowed under any circumstance:</p> <ul style="list-style-type: none"> • club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs • seasons tickets to cultural or sporting events • clothing allowances not related to health and safety or special job requirements • access to private health clinics – medical services outside those provided by the provincial health care system or by the employer’s group insured benefit plans • professional advisory services for personal matters, such as tax or estate planning <p>These privileges cannot be provided by any means, including:</p> <ul style="list-style-type: none"> • an offer of employment letter, as a promise of a benefit, • an employment contract, or • a reimbursement of an expense. <p>6.2 Perquisites that are not related to business requirements are not allowed.</p> <p>6.3 The Rainy River District Transportation Services will retain expense claims with supporting documentation for 7 years.</p> <p>6.4 A perquisite is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual’s job. Allowable perquisite approval levels:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Employee</td> <td style="text-align: center;">Management Committee</td> </tr> </table> <p>6.5 Summary information about allowable perquisites will be made publicly available. This summary information should be made available on an annual basis. Personal information will not be provided.</p>	Employee	Management Committee
Employee	Management Committee		
<p>Procedure - Claimant</p>	<ol style="list-style-type: none"> 1. All expenses will be reported in Altus. 2. When submitting a statement of expense, the purpose of the trip must be stated in the space provided with a specific budget code to which it is to be charged, as well as sufficient details to explain the expenses. 		



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	<p>3. Expense claims should be submitted regularly (at least monthly) to the attention of the Manager. Kilometer allowance will be calculated in accordance with guidelines outlined below.</p> <p>4. Persons using private automobiles will do so at their own risk and must arrange for public and personal liability insurance and collision insurance accordingly.</p> <p>Persons must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. This additional insurance is at the cost of the individual.</p> <p>When a private automobile is used, the Consortium will pay a metrage rate in accordance with The Employers' Guide to Taxable Benefits published by Canada Revenue Agency. This rate will be reviewed on an annual basis. No adjustment to this rate will be made without prior approval. The RRDTSC is not obligated to match the per kilometer allowance set out in this guide, however, will not set a rate greater than rates set out in guide.</p>
Procedure – Manager of Transportation	<p>1. All expense claims will be reviewed and approved by the Manager of Transportation prior to submitting to the Accounting Department of the RRDSB. Expense claims for the Manager of Transportation will be approved by the Superintendent of Business for the Rainy River District School Board.</p> <p>2. The Manager of Transportation will approve all expense claims with knowledge of the activity and in compliance with policy/procedure and established practice. The Manager of Transportation also acknowledges and approves the account code that the expense is charged to.</p>
Procedure – Accounting Department	<p>All expense claims will be reviewed for accuracy. All expense claims must have approval prior to payment.</p>