



**PEO POLICY NUMBER:** *Policy numbers will be assigned after Policy and Procedures Manual is completed.*

<b>Expense Reimbursement Policy</b>	Approval Date: June 9, 2014
	Approved by: Council (C-494-4.3)
	Review Date: June 30, 2016

<b>POLICY STATEMENT</b>	Professional Engineers Ontario (PEO) will reimburse PEO Councillors, PEO volunteers and PEO staff for all reasonable expenses on travel, accommodation, meal and other miscellaneous expenses incurred while conducting PEO business.
<b>PURPOSE</b>	To set out rules and principles for the reimbursement of expenses incurred while conducting PEO business to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective use of PEO resources in the reimbursement of expenses.
<b>APPLICATION AND SCOPE</b>	<p>This policy sets out the rules for managing travel, accommodation, meals and other miscellaneous expenses for:</p> <ul style="list-style-type: none"> <li>• all current members of PEO Council;</li> <li>• all current members of PEO committees and task forces;</li> <li>• all current members of PEO chapter executives except as otherwise specified in Appendix F;</li> <li>• all PEO staff;</li> </ul> <p>The policy includes the following:</p> <ul style="list-style-type: none"> <li>• Appendix A : Travel Expense Reimbursement</li> <li>• Appendix B : Accommodation Expense Reimbursement</li> <li>• Appendix C: Meals Expense Reimbursement</li> <li>• Appendix D: Other / Miscellaneous Expense Reimbursement</li> <li>• Appendix E: Expense Claims Appeals Procedures</li> <li>• Appendix F: Chapter Specific Policies</li> </ul> <p>Payment of expenses is limited to covering out-of-pocket expenses actually incurred and is subject to the limits outlined in this Expense Reimbursement Policy.</p>

	<p>Where the Ontario Government pays expenses for LGA Councillors, PEO will reimburse any incremental difference between the actual expense incurred subject to the limits in the Policy and the Ontario Government reimbursement rates.</p>
<p><b>DEFINITIONS</b></p>	<p>The following definitions apply for the purpose of this Expense Reimbursement Policy:</p> <p><b>Accommodation Expense</b> – refers to hotel expenses incurred only for approved attendance at PEO meetings or events where overnight stays are necessary.</p> <p><b>Approver</b> - refers to the person with the authority to approve expense claims submitted under this policy (refer to approval authority section).</p> <p><b>Authorized External Event</b> – refers to any meeting or event not organized or hosted by PEO and for which prior approval for attendance on PEO’s behalf has been provided, including but not limited to Engineers Canada meetings or events or those of Engineers Canada’s constituent members; PEO approved political provincial fundraisers or other events for which prior approval to attend on PEO’s behalf has been given.</p> <p><b>Chapter Executive</b> – refers to any sitting member of the executive of any of PEO’s chapters.</p> <p><b>Claimant</b> – refers to any person making an expense claim under this policy.</p> <p><b>Councillor</b> – refers to any elected or appointed current member of PEO Council.</p> <p><b>Meals</b> – includes restaurant meals required only while travelling to and from or during approved attendance at PEO meetings or events where the meal is not already provided by the event host.</p> <p><b>PEO Meeting or Event</b> – unless otherwise specified, refers to any event or meeting hosted or organized by PEO, including PEO</p>

	<p>Council, PEO committees/task forces meetings or PEO training sessions, conferences or workshops.</p> <p><b>Travel</b> – refers to direct travel by car, train, bus or airplane to and from the home or work location of a PEO Councillor, PEO volunteer or PEO staff member for approved attendance at a PEO event</p> <p><b>Volunteer</b> – refers to any volunteer, except for a Councillor who is currently a member of a PEO committee, task force or chapter executive who is duly elected or appointed and who is not an employee of PEO.</p> <p><b>Volunteer Expense Claim Appeal Subcommittee of the Audit Committee</b> – refers to a sub-committee of the Audit Committee established by the Audit Committee to resolve expense claims appeals by volunteers.</p>
<p><b>ALLOWABLE EXPENSES</b></p>	<p>Expenses for attendance at defined PEO meetings or events shall be reimbursed as follows:</p> <p><u>Travel</u>: All reasonable expenses for travel shall be reimbursed in accordance with Appendix A.</p> <p><u>Accommodation</u>: All reasonable expenses for accommodation shall be reimbursed in accordance with Appendix B.</p> <p><u>Meals</u>: All reasonable expenses for meals that are not included in the transportation or provided by the event host shall be reimbursed in accordance with Appendix C.</p> <p><u>Other/Miscellaneous</u>: Other reasonable expenses for goods and services related to attendance at meetings or events shall be reimbursed in accordance with Appendix D.</p> <p><u>Expenses for Authorized External Meetings or Events</u>: Authorization for expenses for attendance at authorized external events must be obtained prior to attending the event.</p> <p>The President and the Registrar or their designated representative</p>

	<p>may, on occasion, incur expenses which exceed prescribed spending limits due to the requirements of their positions and their roles as official representatives of PEO.</p>
<p><b>APPROVAL AUTHORITY</b></p>	<p>Approvers must provide approval only for expenses that were incurred in the performance of PEO business and only for claims that include all appropriate information and supporting documentation.</p> <p>Approvers will ensure that all charges/expenses are reasonable and within the guidelines of this policy.</p> <p>Approvers must not approve their own expenses.</p> <p><u>Event approval:</u> Expenses will be reimbursed for attendance at PEO events provided attendance at such events is in accordance with the Attendance at PEO Meetings and Events Policy. Approval of expenses for attendance at Authorized External Events must be obtained from the appropriate approver (see below) <u>prior to attending the event and is subject to budgetary availability.</u></p> <p><u>Staff expense reports</u> must include receipts and the appropriate general ledger number, and must be signed off by the staff person who incurred the expense and approved by the appropriate approver.</p> <p><u>Volunteer expense reports</u> must include receipts and must be approved by the appropriate committee advisor before submission to Financial Services Department for reimbursement. Claims must include the appropriate general ledger number. Committee advisors will assist volunteers to complete the expense report when necessary.</p> <p><u>LGA Councillors'</u> expense reports are to be approved by the Chief Administrative Officer. Expenses in excess of those to which LGA Councillors are entitled under Management Board of Cabinet directives on government appointees or as specifically approved by the Management Board of Cabinet, are to be approved by PEO's Manager - Secretariat or the Chief Administrative Officer.</p>

	<p><u>Councillor</u> expenses, with the exception of the President's Expenses, shall be approved by the Manager - Secretariat or the Chief Administrative Officer.</p> <p><u>The Registrar's</u> expenses are to be approved by the President.</p> <p><u>The President's</u> expenses are to be approved by the President Elect.</p>
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<p><b>SUBMISSION OF EXPENSES</b></p>	<p><u>Supporting documentation:</u></p> <ul style="list-style-type: none"> <li>• All expense claims must be submitted using the approved PEO expense reimbursement claim form.</li> <li>• All appropriate approvals must be obtained before incurring expenses; if no prior approval was obtained, a written explanation indicating why approval was not obtained prior to incurring the expense must be submitted with the claim;</li> <li>• All original, itemized receipts must be submitted with all claims (credit card statements are not sufficient). When submitting an expense claim electronically, an electronic copy of receipts in Portable Document Format (PDF) is acceptable. It is recommended that original receipts be kept until reimbursement is received.</li> <li>• If there is no itemized receipt accompanying an expense claim, a written explanation itemizing the expense along with the reason for the missing receipt/s must be submitted.</li> </ul> <p><u>Submission Process:</u></p> <ul style="list-style-type: none"> <li>• ALL volunteer expense claims must be filled out in the standard PEO Volunteer Expense claim form and along with all relevant receipts and supporting documentation be either handed over to the concerned staff advisor or preferably, emailed to <a href="mailto:volunteerexpenses@peo.on.ca">volunteerexpenses@peo.on.ca</a></li> </ul> <p><u>Limitation Period:</u></p> <ul style="list-style-type: none"> <li>• Expense claims shall be submitted within three (3) months of incurring the expense.</li> <li>• All expenses incurred after October 15 must be submitted no later than January 15<sup>th</sup> of the following year to meet year-end deadlines.</li> <li>• An approver is not authorized to process claims for expenses</li> </ul>
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	<p>submitted more than three (3) months after the expense was incurred; or, that are submitted after the 15<sup>th</sup> of January for any expense incurred in the previous year.</p> <p><u>Exceptions:</u> Claims for expenses that are submitted after the set deadlines or are exceptions to, or are outside of this policy, are to be submitted for review and final decision as follows:</p> <ul style="list-style-type: none"> <li>• For volunteers, claims shall be submitted to the Volunteer Expense Claim Appeal Subcommittee of the Audit Committee at <a href="mailto:VolunteerExpenseAppeals@peo.on.ca">VolunteerExpenseAppeals@peo.on.ca</a>;</li> <li>• For staff, claims shall be submitted to the Registrar.</li> </ul>
<p><b>NON-REIMBURSABLE EXPENSES</b></p>	<p>Non-reimbursable expenses include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Clothing and formal wear</li> <li>• Home internet and telephone service</li> <li>• Computer equipment or peripherals</li> <li>• Personal mobile telephone plans</li> <li>• Air travel insurance coverage</li> <li>• Entertainment expenses</li> <li>• Hotel room mini-bar</li> <li>• Spa charges</li> <li>• Laundry services except as outlined in Appendix D.</li> <li>• In-room movies or games</li> <li>• Telephone, photocopy, paper and ink cartridge charges except as outlined in Appendix D.</li> <li>• Personal items (e.g. toothbrush, cosmetics, medication, mouthwash, etc.)</li> <li>• Personal provisions (e.g. groceries)</li> <li>• Alcohol (except as outlined in Appendix C)</li> <li>• Parking or traffic infractions</li> <li>• Pet care</li> <li>• Professional Services fees</li> </ul>
<p><b>APPEAL PROCEDURES</b></p>	<ul style="list-style-type: none"> <li>• Claims over the maximum allowable limits will be adjusted to the maximum allowable levels unless excepted in the Appendices.</li> <li>• Adjustments that are questioned by the claimant will be</li> </ul>

	<p>referred to the Controller for verification.</p> <ul style="list-style-type: none"> <li>• Volunteer claims appeals will be referred to the Volunteer Expense Claim Appeal Subcommittee of the Audit Committee for decision in accordance with Appendix E.</li> <li>• Staff claims appeals will be referred to the Registrar for decision.</li> <li>• Decisions resulting from the appeals process are final.</li> </ul>
<b>RELATED PEO POLICIES</b>	The Expense Reimbursement Policy is a component of PEO's Internal Control Policies and Procedures.
<b>RESPONSIBILITY</b>	The PEO Finance Department has responsibility for the administration, implementation and communication of all Internal Control Policies including the Expense Reimbursement Policy. All PEO Volunteers and PEO staff should be aware of the policy.

## **Appendix A: Travel Expense Reimbursement**

Travel arrangements shall be made well ahead of time, using the most cost effective mode of transportation.

### **Air travel**

Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for airline ticket purchase. Travellers are encouraged to book 7- to 14-days in advance to minimize costs. Should an event be rescheduled or cancelled, ticket change fees will be covered. Travel by other than economy class must have the prior approval of the President in the case of Councillors or volunteers, or the Registrar in the case of staff, and may be considered only for flights of a duration of more than six consecutive hours.

### **Train or Bus travel**

Travel by train or bus is permitted when it is the most practical and economic way to travel.

### **Automobile travel**

PEO will reimburse expenses incurred through the use of a personal vehicle only by paying the kilometric rate (see below) in effect at the time of the travel. When road transportation is the most practical, economical way to travel, the order of preference is:

#### 1. Personal vehicle

- It is the responsibility of the owner/user of the personal vehicle to carry relevant vehicular insurance and to comply with prevailing vehicle related laws.
- PEO will not reimburse any personal vehicle maintenance or repair costs.
- Gas usage for personal vehicles shall not be reimbursed.

#### 2. Rental vehicle:

- Only mid-sized models or smaller are permitted.
- Luxury and sports vehicles are prohibited.
- Any exceptions to the above should be documented prior to the rental if possible; and guided by the principle that the rental vehicle is the most economical and



practical size, taking into account the business purpose, number of occupants and safety (including weather) conditions.

- Rental cars must be refueled before returning to avoid extra charges. PEO will not reimburse refueling charges.

All PEO volunteers and staff are covered for bodily injury under PEO's travel accident insurance. The purchase of motor vehicle liability insurance for rental vehicles may be authorized.

### Vehicle Accident reporting

All accidents must be reported immediately to local law enforcement authorities and, in the case of staff, to the immediate supervisor. In *addition*:

- In the case of a rental vehicle, advise the rental car agency and contact the motor vehicle liability insurance provider to initiate the claims process.

### Kilometric rate

Kilometric rate will be reimbursed at the maximum rate allowable by the Government of Canada, Department of Finance policy as communicated by the Minister of Finance at the beginning of each year and as published by PEO.

PEO does not pay mileage rates for rental vehicles.

Expense claims must be submitted with distances indicated in kilometers.

PEO may, from time to time, request proof of mileage travelled. Printouts from Google Maps, MapQuest or the like are acceptable as proof of mileage. Mileage above the norm will require explanation in order to be reimbursed. In the absence of an explanation, PEO will not reimburse mileage claims in excess of the norm.

### Parking and Tolls

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries, and highways, when necessary.

Parking and toll claims will be reimbursed when accompanied by original receipts.

There is no reimbursement for traffic or parking violations or related legal fees.

## Taxis

Prior approval to use a taxi should be obtained whenever possible.

Taxis may be justified in cases where:

- group travel by cab is more economical than the total cost of having individuals travel separately by public transit, shuttle or personal vehicle; or
- taking a cab allows for the meeting of an unusually tight meeting schedule.

Taxis may not be used to commute between home and PEO, except under exceptional circumstances; for instance:

- health or safety considerations indicate it is the best, appropriate option; or
- transport of work-related baggage or parcels is required.

## Public Transit

Local public transportation including hotel/airport shuttles should be used whenever possible.

## **Appendix B: Accommodation Expense Reimbursement**

### **Hotel Accommodation**

PEO will reimburse expenses for hotel accommodations only up to the preferred rate at the hotel designated for the meeting or event. Whenever possible room bookings at hotels where PEO has preferred rates is required.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in exceptional circumstances.

## **Appendix C: Meals Expense Reimbursement**

### **Meals**

Only meals that are necessitated by travel schedule will be reimbursed, within the following limits:

- Breakfast      \$20.00 per person
- Lunch            \$30.00 per person
- Dinner          \$50.00 per person

Limits include taxes and gratuities. Expenses exceeding these limits will not be reimbursed.

Alcohol will be reimbursed only as part of a meal expense and that falls within the meal limit.

Original itemized receipts for meals must be submitted for reimbursement. Grocery receipts are not acceptable as a legitimate meal expense.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

Enroute meals will only be reimbursed as is necessitated by travel schedule.

Exceptions may be made for reasonable meal expenses incurred for approved attendance at Authorized External Events.

## **Appendix D: Other / Miscellaneous Expense Reimbursement**

Reasonable incidental expenses for goods and services related to attendance at approved meetings or events on behalf of PEO, and which are required in order to conduct PEO business, shall be reimbursed up to a maximum of \$1,000 per year per person.

### **Incidentals**

Itemized receipts are required for all incidentals while travelling on PEO business.

Exceptions to the requirement for itemized receipts are:

- Bus fare between hotel and airport, train station, etc.
- One long distance call within Canada of reasonable length per day.
- Reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid.

The following incidentals will be covered with itemized receipts in the following circumstances:

- If traveling on business for four consecutive nights or more, reimbursement is allowed within reasonable limits for laundry, dry cleaning, and other hotel services such as pressing, steaming, shoe polishing.
- Internet connections, hotel business center access charges, computer access charges, facsimile transmissions, word processing or photocopy services required to conduct urgent PEO business that cannot wait.

### **Entertainment**

In the event that it is necessary and desirable for a PEO President or Registrar to host and entertain others in connection with PEO business, PEO will reimburse expenses directly incurred, provided all items are appropriately claimed with an accompanying itemized receipt and the expenses are made with reasonable discretion.

In all instances of hosting, it must be clearly indicated on the expenses claim the names and affiliations of the individuals hosted and the purpose of the hosting activity. Prior approval for such meetings or events must be approved by the President for the Registrar and by the President Elect for the President.

## Partner Expenses

Where partners have been invited by the PEO President or Registrar to attend a PEO meeting or event or authorized external event, PEO will pay reasonable travel and other expenses, in accordance with this policy, for partners of Councillors, volunteers and staff, and invited guests of the President or of the Registrar.

In-hotel child care services will be reimbursed for events where partners have been invited.

PEO will not reimburse travel, meal or accommodation expenses for any additional guests.

## **Appendix E: Expense Claim Appeals Procedures**

- Any volunteer denied a claim for reimbursement for expenses, may make a written submission to the Volunteer Expense Claim Appeal Subcommittee of the Audit Committee, within 20 days of the notification of denial of the claim, outlining the grounds for appeal. A copy of the denied expense report must be attached.

The Volunteer Expense Claim Appeal Subcommittee of the Audit Committee will review the appeal and provide a written decision. All subcommittee decisions are final and binding.

- Staff expense claims that are denied may be submitted to the Registrar for decision.

The Registrar will review the expense claim and provide a decision within 30 days of receiving the appeal. The decision of the Registrar is final and binding.

- The foregoing shall not prevent a partial payment upon request for items that are in compliance with the policy.

## **Appendix F: Chapter Specific Policies**

### **Definitions:**

**Chapter and Chapter related meetings** – this includes Regional Congresses, RCC meetings and any working group meeting as authorized by RCC

**Partner/Spouse** – refers to any person accompanying the delegate other than another Chapter delegate, unless they are living at the same address.

### **Approval Authority:**

**Chapter Volunteer Expenses** that are to be reimbursed by PEO (rather than the Chapter) are to be approved by the Chief Administrative Officer or Chapter Manager or their designate.

### **REGIONAL COUNCILLORS**

Regional Councillor's expenses for travel to/meals/attendance at events hosted by Regional Councillor's home chapters will not be reimbursed if travelling less than 30 km one way.

### **Air, train or bus travel**

Air, train or bus travel expenses for a partner/guest travelling with a delegate to a chapter or chapter related event including RCC meetings shall be reimbursed up to a maximum of twice a year for each chapter.

Kilometric rate will be reimbursed for a partner/spouse that must travel separately from the delegate on PEO Business once per year.

### **Hotel Accommodation**

#### **Regional Congress delegates hotel accommodations policy**

- Hotel room blocks for Regional Congresses are centrally handled by the Chapter Office for best rates.
- It is important that all delegates inform the Chapter Office Administrative Assistant if accommodation is NOT required to avoid no show penalties.
- East Central and West Central Regional Congresses are usually held locally where local delegates can travel to the meeting location, meet, and go home on the same day. Prior approval should be obtained from the Chapter Office in special circumstances where overnight accommodation is required.



- For Eastern, Western and Northern Regional Congresses, hotel accommodations for out-of-town congress delegates will be provided for one night
- Hotel accommodation is not provided for delegates from the local hosting chapter unless approved by the Chapter Office.
- Second night accommodation is not offered as it is assumed that all delegates leave after the congress. Additional night of accommodation may be provided by PEO in special cases and with prior approval from the Chapter Office.

### **Meal Expenses**

Partner expenses of en-route meals that are necessitated by separate travel, partner/spouse group meals and meals in lieu of non-group meals are reimbursable.

Where partners are authorized to attend an event within the scope of this policy, all meal expenses are subject to the same limitations as registered delegates.

### **Partner Expenses**

For Regional Congresses and RCC meetings, it is customary for spouse/partner to accompany the delegate, volunteer or staff. Spouse/partner travel by air or train is restricted to once per year per delegate per chapter (as per above) for RCC meetings.