

E-14: POLICY**EXPENSES**ISSUE DATE: 05/10/95
REVISION DATE: 04/15/11

All travel/expense claims must be completed by and signed by the employee and then authorized by the involved manager prior to processing.

1. All NACL employees are required to submit signed travel/expense claims to signify that the information they have entered is accurate. Signed claims must be received at NACL head office by scheduled monthly due dates. Travel/Expense Claims must be submitted monthly. The submission deadline includes the first Monday of each month.
2. All travel/expense claims are received, date stamped by the Payroll Clerk and then forwarded to the Payroll Clerk for processing.
3. The Payroll Clerk tallies the claims and submits them to the appropriate Supervisor for authorization.
4. Once authorized, the Payroll Clerk processes claims and generates cheques for those claims associated with Lifestyle Services. All other claims are reimbursed through the regular payroll process.
5. As appropriate, the Payroll Clerk prepares costing information for recovery of costs through the invoicing of people in receipt of support.
6. Upon completion of processing, payment and costing reports are submitted to the FS Manager for authorization.
7. The Payroll Clerk files accordingly the travel/expense claims and accompanying reports.

Employees are required to submit receipts of approved expenses, for reimbursement purposes. Any approved items included on your travel/expense claims that do not have a receipt attached will not be approved for re-imbusement until a receipt has been provided. On occasion one receipt is issued for a group of people. In this case, the involved employees should photocopy the receipt and include the photocopied receipt with their individual claims in order to be reimbursed for their portion of the expense. In exceptional cases, it is not possible to acquire a receipt. If a situation such as this arises, the employee will be required to attach an explanatory note to their expense claim.

E-14.1: PROCEDURE**MEALS**ISSUE DATE: 05/22/91
REVISION DATE: 04/15/11

Employees who are on authorized N.A.C.L. business in a place outside of Norfolk County shall be entitled to reimbursement of a reasonable amount, in keeping with the approved meal allowance guidelines, for meal expenses including a tip. Reimbursement for meals within Norfolk County is not allowed.

Approved Meal Allowance Guidelines:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$20.00
Or per Diem for meals	\$45.00 (Daily total)

Important: The above meal allowances are maximums and include an amount for a gratuity. Therefore, a gratuity may not be claimed in addition to the Meal Allowance. Meals claimed must exclude any charges for alcoholic beverages. The reimbursement amount will be based on actual receipts within the above guidelines.

Meals Not Reimbursed

A meal allowance may not be claimed for any meal which is provided to the individual and does not require expenditure to the individual. The purpose of this provision is to ensure that claims for meal costs are not duplicated. For example, meal costs are frequently already covered in the cost of seminars or training programs; or covered by another organization with which the individual, on behalf of the Association, is conducting business; or meals are provided when accompanying people under a camping allowance.

E-14.2: PROCEDURE**MILEAGE**ISSUE DATE: 10/26/94
REVISION DATE: 04/15/11

Mileage is paid out at a set kilometre rate per the Collective Agreement for any travel pertinent to the performance of job duties. The exact odometer reading in kilometres is required unless a trip meter is available. All out of town trips must be approved by the supervisor in advance (by the supervisor on call if necessary). All NACL employees must use a NACL vehicle if one is available prior to using their own personal vehicle. Employees are requested to submit their travel/expense claims to their supervisor for approval. Mileage claims are due as indicated on the submission schedule. Payment for mileage claims will be made on the paycheque run subsequent to the submission date.

E-14.3: PROCEDURE**PARKING**ISSUE DATE: 05/10/95
REVISION DATE: 04/15/11

A parking receipt is required at all times, unless at a parking meter.

E-14.4: PROCEDURE**LONG DISTANCE PHONE CALLS**ISSUE DATE: 05/23/90
REVISION DATE: 04/15/11

All long distance phone calls charged to NACL will be related to NACL business only. In an exceptional situation, an employee may charge a personal long distance call to NACL with prior authorization from their immediate supervisor. Such calls will be on a time and charges basis, whereby the employee will reimburse for the long distance call upon identification of the expense. In non-exceptional situations, there is the expectation that personal long distance calls be addressed by either a calling card, third party billing or by reversing the charges.

E-14.5: PROCEDURE**INCIDENTAL EXPENSES**ISSUE DATE: 05/10/95
REVISION DATE: 04/15/11

Other expenses e.g. admission to movies, will only be covered if escorting a person in receipt of support who is unable to go alone. Any activities of this nature that are to occur on a regular basis (e.g. weekly movies) or major outings that may involve higher admission costs are to be approved in advance by the immediate supervisor.

Anyone taking a person in receipt of support on an outing voluntarily will be responsible for covering their own expenses.

E-14.6: PROCEDURE**REIMBURSEMENT FOR USE OF
PRIVATE VEHICLES**ISSUE DATE: 05/22/91
REVISION DATE: 04/15/11

Employees will be recompensed at the set rate as indicated in the Collective Agreement.

The employer agrees to reimburse employees for major cleaning of & damage to personal vehicles when the need for these services is directly caused by people being transported or goods.

If safety concerns prohibit use of personal vehicles alternate arrangements shall be adopted to adequately meet such concerns.

**E-14.7: PROCEDURE LICENCE FEE RENEWAL COST & PERMISSION
TO CARRY PASSENGERS**

ISSUE DATE: 02/27/91
REVISION DATE: 04/15/11

The employer agrees to pay the government fee for renewing the Class "F", "A" or "B" licence and the cost of one associated renewal medical every three years, if not covered by extended health coverage, upon presentation of receipt.

The employer agrees to reimburse employees, who are required to regularly transport people in receipt of support in their own personal vehicles, as part of their job responsibilities, for the liability premium difference for the "permission to carry passengers for compensation" endorsement to a maximum of **\$100.00** per year on receipt of written verification of such endorsement from the involved insurance company.

1. The necessity for the specific liability endorsement, 6A Rider "to carry passengers for compensation" will be determined by the insuring agent.
2. The cost of this specific liability endorsement should be included in a letter from the insurance agent indicating the frequency rate of passenger transport reported which was the basis for the need for such coverage and the insurance coverage period.
3. The Association will reimburse the employee who required this type of insurance endorsement based on:
 - review of the insuring agent's letter
 - the liability premium difference
 - verification of the data provided to the insuring agent
 - a copy of the insurance policy certificate
 - a maximum of **\$100.00** for one vehicle, per family, per year.

Reimbursement will be based on the actual cost but not exceed \$100.00 per year.

4. Employees wishing reimbursement are to complete all steps of this procedure and a staff expense claim forwarding all required documentation to their respective supervisor.
5. The supervisor will review each specific situation with the Executive Director prior to authorizing reimbursement.